

TOWN OF SOUTHEAST BUILDING DEPARTMENT
One Main Street Brewster, NY 10509 845-279-2123

RESIDENTIAL BUILDING PERMIT APPLICATION

Building Permit # _____	Date _____
Application Received _____	
Permit Issue Date _____	Approved by Zoning _____, Bldg _____
(office use only)	

Property Address: _____
Tax Parcel Id: _____ Zoning District: _____

Property Owner Name: _____ Phone(s): _____
Street Address: _____
City _____ State _____ Zip Code _____
email _____

Builder Info:
Name _____ Phone(s): _____
Address: Street _____
City _____ State _____ Zip Code _____ email _____
Putnam County License # _____

Architect/Eng Info:
Name _____ Phone(s): _____
Address: Street _____
City _____ State _____ Zip Code _____ email _____

Plumbing Contractor:
Name _____ Phone(s): _____
Address: Street _____
City _____ State _____ Zip Code _____ email _____
Putnam County License # _____

HVAC Contractor:
Name _____ Phone(s): _____
Address: Street _____
City _____ State _____ Zip Code _____ email _____
Putnam County License # _____

PROJECT DESCRIPTION _____

Please Check all applicable: (any items checked must have applicable Town/County/State approvals)

Utilities: Town Water ☐ or Sewer ☐ Private Septic ☐ Well ☐

Road: Town ☐ County ☐ State ☐ Private ☐

New Construction

Sq. ft. of living area including basement:_____ Sq. Ft. of attached garages:_____
Sq. Ft. of attached decks:_____ #of Bedrooms:_____ # of Bathrooms:_____
Height of Building:_____ ft. Stories:_____
Percent Lot Coverage:_____ Estimated Cost:_____

Renovation/Addition

Sq. Ft. of living area including basement:_____ Sq. ft. of attached garages:_____
Sq. Ft. of attached decks:_____ # of Bedrooms:_____ # of Bathrooms:_____
Height of Building:_____ ft. Stories:_____
Percent Lot Coverage:_____ Estimated Cost:_____

(A final cost affidavit may be required at the end of your project before a Certificate is Issued.)

Garage

Attached_____ Detached_____ Size of Construction, sq. ft._____ # of Bays_____

Deck

Size of Construction, sq. ft._____

Shed

Size of Construction, sq. ft._____

Swimming Pool

In-Ground_____ Above Ground_____ Size_____ Construction/Heated_____

Fence

Size and
type_____ Height_____ Location_____

Project Setbacks

Front_____ ft. Rear_____ ft. Left Side_____ ft. Right side_____ ft.

*** *WHAT IS THE AREA OF DISTURBANCE IN SQUARE FEET_____.****

Any land disturbance greater than 5,000 sq. ft. requires an *MS-4 permit*. Failure to comply with this requirement will result in a *STOP WORK ORDER* and *NOTICE OF VIOLATION*.

The Owner/Applicant agrees to comply with all applicable laws of this jurisdiction, adhere to the plans and specifications submitted and permit Building Department personnel to perform required inspections.

Applicant's Name_____ (attach owner consent form)

Owner/Applicant Signature:_____ Date_____

Application Fees

Building Fee (based on estimated construction cost)	_____
Plumbing Installation Permit Fee	_____
HVAC Installation Permit Fee	_____
Equipment Installation Permit Fee	_____
Gas Connection Permit Fee	_____
Certificate of Occupancy Fees	_____
Total Fees (check or money order payable to Town of Southeast)	_____

Town of Southeast Building Department
Submittal Requirements for: RESIDENTIAL BUILDING PERMITS

To obtain a permit, the applicant shall file a completed application including a description of the work to be covered by the permit, indicate the use and occupancy for which the proposed work is intended, and be accompanied by required construction documents

Applicant Name _____ Phone _____
Building 911 Address _____ Parcel
ID/Tax Map # _____

Your permit application will not be reviewed until your submittal is complete. Your complete submittal will include the following documents, as applicable:

1. Building Permit Application Completed and Signed
2. Putnam County Licenses are required for home improvement contractors, plumbers, heating and cooling contractors, electricians, and for propane and natural gas.
3. Owner consent Form Signed when Applicant is Not the Property Owner
4. For Both Proposed and Existing Projects - Two copies of a Plot Plan, Site Plan or Survey drawn to scale with the following Information:
 - (1) The area of the lot and the dimensions and angles or bearings of all boundaries of the lot and of any easements, encroachment lines, building lines and open space reservations upon the lot.
 - (2) The location, setbacks, dimensions, height, use, floor area and ground coverage of all buildings and other structures.
 - (3) The location, number, area and dimensions of off-street parking and loading spaces, any construction, including paved areas proposed in connection therewith, and the means of access to such spaces.
 - (4) The location of any water supply well site and any private sewage disposal system.
 - (5) The location of watercourses, water bodies and wetlands.
 - (6) The location, area and dimensions of any signs.
 - (7) Such additional information as may be necessary to determine compliance with the provisions of this chapter.
5. Putnam County approval for installation of sanitary disposal system and/or water well
6. Driveway permit (Town, county, or state)
7. Workers Compensation, Disability and Liability Insurance Certificates, all three must have the Town of Southeast listed as Certificate Holder. Acceptable workers comp forms include CE-200, C105.2 (9/07) and U26.3 with the Town of Southeast named certificate holder & additionally insured.
8. Stamped plans for construction valued over \$10,000; otherwise, submit a detailed sketch plan with proposed material list. For new construction and additions, plans must have original stamp/signature from Putnam County Department of Health and ARB stamp/signature. Compliance software shall be submitted that meets the intent of the Energy Code, reflects the submitted building plans and specifications. The latest version of the computer software program shall be utilized.

Information required on Construction Documents:

 - a) Insulation materials and their R-values.
 - b) Fenestration U-factors and solar heat gain coefficients.
 - c) Area-weighted U-factor and solar heat gain coefficient calculations.
 - d) Mechanical system design criteria.
 - e) Mechanical and service water heating system and equipment types, sizes and efficiencies.
 - f) Economizer description
 - g) Equipment and system controls
 - h) Fan motor horsepower and controls

- i) Duct sealing, duct and pipe insulation and location.
 - j) Lighting fixture schedule with wattage and control narrative
 - k) Location of daylight zones on floor plans
 - l) Air Sealing details
 - m) The building's thermal envelope shall be represented on the construction drawings.
 - n) The plans or specifications sealed and signed by the registered design professional shall also include a written statement that to the best of his or her knowledge, belief and professional judgement, such plans or specifications are in compliance with the Energy Code.
9. Completed "Notice of Utilization of Truss Type Construction, etc." form-page 7-9.
 10. Completed 911 Address Verification Form
 11. Architectural Review Board Approval
 12. Copy of P. C. License for all contractors
 13. Application Fee (Check or Money Order Only) payable to the Town of Southeast

CHECK LIST FOR BUILDING PERMIT APPLICATION SUBMITTAL

SITE PLAN

- ☐ Drawn to scale with scale indicated (1"=20' for larger)
- ☐ North arrow
- ☐ Lot dimensions—all sides
- ☐ Size and location of any easements or right-of-ways
- ☐ Names and locations of all adjacent streets
- ☐ Locations of proposed and existing structures
- ☐ Setback dimensions: front, rear, and all sides
- ☐ Outside building dimensions and distances between buildings on building site
- ☐ Driveways, exterior stairs, landings, patios, and decks
- ☐ Location, type, and elevation of any retaining walls
- ☐ Proposed or existing septic system

BUILDING PLANS (two complete sets required)

- ☐ Drawn to scale with scale indicated (1/4"=1' or larger)
- ☐ Cross sections providing accurate representation of materials for the structure
- ☐ Floor plan layouts and use of all rooms including basement
- ☐ Complete dimensions of all rooms, decks, porches, landings, stairs.
- ☐ Note bearing walls, column locations, and cantilevers.
- ☐ Provide Ceiling heights on all levels.
- ☐ Provide Sizes and types of doors and windows (showing required safety glazing)
- ☐ Light, ventilation and egress calculations for all rooms
- ☐ Fire separation between house and garage
- ☐ Stairway landings, rise, run, handrail, and headroom height for all interior and exterior stairs
- ☐ Building elevations with finish grade line on all sides (exterior views)
- ☐ Attic and crawl space ventilation and access
- ☐ Typical footing size, depth, and reinforcement
- ☐ Foundation wall height, thickness, and reinforcement. Sill and anchor bolt spec.
- ☐ Wall materials, stud size and spacing, wall sheathing, interior finish, weather barrier and exterior finish.

- ☐ Floor framing, sheathing, bridging, and solid blocking.
- ☐ Roof framing details (rafter size, spacing, spans and/or truss layout/drawings), sheathing, and finish.
- ☐ Size and material of all beams, headers, and columns
- ☐ Grade and species of lumber
- ☐ Joist size, spacing, and spans (engineered joists and/or beams require submittal of manufacturers specs)
- ☐ Provide smoke detector and carbon monoxide detector locations

The construction drawings prepared by the design professional represent his/her responsibility for the structural integrity of the building and it is the responsibility of the contractor/builder to erect the structure in accordance with the drawings. If field conditions dictate that changes are necessary while construction is in progress, the contractor must notify both the design professional and the Building Department.

Changes made during the construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

Furthermore, it shall be the responsibility of the contractor to furnish the Building Department with certification from the design professional of the changes. Contractors are advised that no Certificate of Occupancy will be issued until the Building Department receives the required certification.

PLUMBING DETAILS (a separate plumbing permit will be required)

- ☐ Location of all plumbing fixtures including layout for future fixtures
- ☐ Provide waste line diagram. Accurate, neatly drawn pencil or engineered submittals.

MECHANICAL DETAILS (a separate heating permit will be required)

- ☐ Boiler or furnace location
- ☐ Combustion Air description/

Town of Southeast Building Department

Certificate of Occupancy Requirements

Prior to the issuance of a Certificate of Occupancy, the applicant shall schedule the following inspections for approval by the building department:

INSPECTIONS: Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the code official. The permit holder shall notify the code official when work has progressed to the point where the next required inspection can be made. Any portions of work that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the code official.

The following inspections are required to meet the requirements of C104.2 of the Energy Code: Footing and Foundation, Framing and rough-in, Plumbing rough-in, Mechanical rough-in, Electrical rough-in and Final.

- | | |
|---|---|
| ☐ Board of Health Approval | ☐ Rough Plumbing |
| ☐ Driveway | ☐ Rough Electrical |
| ☐ Staking | ☐ Fire Caulk/Block |
| ☐ Footings | ☐ Insulation |
| ☐ Foundation | ☐ HVAC/Ductwork |
| ☐ Footing Drains | ☐ Final Plumbing |
| ☐ Framing | ☐ Final Electric |
| ☐ Tyvek | ☐ Final Driveway |
| ☐ Other: _____ | ☐ Final/C of O |

The following inspections are required to meet the requirements of C104.2 of the Energy Code: Footing and Foundation, Framing and rough-in, Plumbing rough-in, Mechanical rough-in, Electrical rough-in and Final.

The code official is permitted to accept inspections of and reports by approved inspection agencies.

Following approval of the required inspections, submittal of the following documentation will be required to obtain the Certificate of Occupancy:

1. As-built construction plans required for construction not built in accordance with approved plans; submit in advance of application for CO as review of the plans is required.
2. As-built survey
3. As-built septic system including compliance from Putnam county Department of Health for septic and septic guarantee.
4. Approval of Driveway/Curb Cut Installation by Town, county, or state
5. Signed and notarized affidavit as to final cost of construction
6. Electrical Underwriters Certificate
7. Fee for Residential Refuse District (new construction)
8. Certification for Plumbing, HVAC, Gas, and Sprinkler Installations, Notarized
9. Alarm Permit Application submitted to Fire Inspector
10. Other _____

10/20/2025

Town of Southeast Building Department
One Main Street, Brewster, NY 10509 845-279-2123

Owner Consent Form

- Completion of this form is required when the applicant is not the property owner

Parcel Id # _____ Address _____

Name of Applicant: _____ Phone _____

Project Description: _____

I/We, _____, owners(s) of the above
property hereby give my/our permission to _____
(applicant name) to submit the above identified building permit application on my/our behalf and
to represent me/us in all proceedings concerning the referenced application.

Owner (s) Signature(s) Date _____

Sworn to before me this _____ day of
_____, _____.

Notary Public



Town of Southeast

Building Department
One Main Street
Brewster, New York 10509
Tel. (845) 279-2123
Fax (845) 279-3137

Michael J. Levine
Building Inspector
Joe Hernandez
Assistant Building Inspector

MEMORANDUM

To: Property Owners, Contractors, Design Professionals
From: Michael Levine, Building Inspector
Date: May 6, 2019
Re: Submittal requirements for Residential Permit Applications

The Southeast Building Department requests Construction Plans and/or Documentation as part of the permit applications. In accordance with the Codes adopted by the State of NY and our local codes, the Permit shall reflect the proposed work and demonstrate compliance with the applicable Codes.

Due to the nature of the work and the Standards established by the New York State Division of Codes, Construction Plans for structural improvements including decks, additions, and load bearing alterations will normally require the seal or stamp of a licensed Professional Engineer or Registered NYS Architect. While this may be viewed as a prohibitive cost for a small project, the requirement is in place to protect the property owner and the occupants of the dwelling.

If you are planning a project of this type, we urge you to seek assistance from a design professional prior to submitting your permit application for review.

If you or your contractor submit construction plans that are not sealed or stamped by a design professional, they will not be accepted unless they clearly address all requirements and standards of local and state Code. A copy of the adopted NYS Codes are available for review at our 1 Main Street office by appointment.

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**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,
PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION**

TO: TOWN OF SOUTHEAST

Property Owner:_____.

Subject Property Address:_____ **Tax Map**_____.

Please take notice that the (check applicable line):

- ____new residential structure
- ____addition to existing residential structure
- ____rehabilitation to existing residential structure

To be constructed or performed at the subject property reference above will utilize (check each applicable line):

- ____truss type construction (TT)
- ____pre-engineered wood construction (PW)
- ____timber construction (TC)

In the following location(s) (check applicable line):

- ____floor framing, including girders and beams (F)
- ____roof framing (R)
- ____floor framing and roof framing (FR)

DATE:_____.

SIGNATURE:_____. (signature of person submitting form).

NAME:_____. (print or type name of person signing & submitting form).

CAPACITY:_____. (Insert "Owner" or "Owner's Representative" as applicable).

NOTE: SEE ATTACHED SECTION 1265.4 REGARDING "SIGN OR SYMBOL" REQUIREMENT.

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Section 1265.4. Sign or symbol.

(a) Each new residential structure and each addition to or rehabilitation of an existing residential structure that utilizes truss type construction, pre-engineered wood construction and/or timber construction shall be identified by a sign or symbol in accordance with the provisions of this Part.

(b) The sign or symbol required by this Part shall be affixed to the electric box attached to the exterior of the residential structure; provided, however, that:

(1) if affixing the sign or symbol to the electric box would obscure any meter on the electric box, or if the utility providing electric service to the residential structure does not allow the sign or symbol to be affixed to the electric box, the sign or symbol shall be affixed to the exterior wall of the residential structure at a point immediately adjacent to the electric box; and

(2) if no electric box is attached to the exterior of the residential structure or if, in the opinion of the authority having jurisdiction, the electric box attached to the exterior of the building is not located in a place likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure, the sign or symbol required by this Part shall be affixed to the exterior of the residential structure in a location approved by the authority having jurisdiction as a location likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure.

(c) The sign or symbol required by this Part shall be affixed prior to the issuance of a certificate of occupancy or a certificate of compliance. The authority having jurisdiction shall not issue a certificate of occupancy or certificate of compliance until the sign or symbol required by this Part shall have been affixed.

(d) The property owner shall be responsible for maintaining the sign or symbol required by this Part and shall promptly replace any such sign or symbol that is affixed to an electric box when any change or modification is made to such electric box. The property owner shall promptly replace the sign or symbol required by this Part if such sign or symbol is removed or becomes damaged, faded, worn or otherwise less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure. The property owner shall keep the area in the vicinity of the sign or symbol required by this Part clear of all plants, vegetation, and other obstructions that may hide or obscure such sign or symbol or otherwise cause such sign or symbol to be less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure.

(e) The sign or symbol indicating the utilization of truss type construction, pre-engineered wood construction and/or timber construction shall comply with the requirements of this subdivision.

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- (1) The sign or symbol shall consist of a circle six inches (152.4 mm) in diameter, with a stroke width of 1/2 inch (12.7 mm). The background of the sign or symbol shall be reflective white in color. The circle and contents shall be reflective red in color, conforming to Pantone matching system (PMS) #187.
- (2) The sign or symbol shall be of sturdy, non-fading, weather-resistant material; provided, however, that a sign or symbol applied directly to a door or sidelight may be a permanent non-fading sticker or decal.
- (3) The sign or symbol shall contain an alphabetic construction type designation to indicate the construction type of the residential structure, as follows:
 - (i) if the residential structure is subject to the provisions of the RCNYS, the construction type designation shall be "V" and
 - (ii) if the residential structure is subject to the provisions of the BCNYS, the construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS.
- (4) The sign or symbol shall contain an alphabetic location designation to indicate the location(s) containing truss type construction, pre-engineered wood construction and/or timber construction structural components, as follows:
 - (i) "F" shall mean floor framing, including girders and beams;
 - (ii) "R" shall mean roof framing; and
 - (iii) "FR" shall mean floor framing and roof framing.
- (5) The construction type designation shall be placed at the 12 o'clock position of the sign or symbol, over the location designation, which shall be placed at the six o'clock position of the sign or symbol.

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