



Guide to Permits

Frequently Asked Questions



Q. When is the permit complete?

A. A final inspection is required when all work has been completed. When it has been determined that the project meets the applicable codes and standards, a Certificate of Completion or a Certificate of Occupancy will be issued.

Q. Do I need a contractor?

A. That depends on your skill level. You can do the work yourself or hire a contractor. If you decide to hire a contractor, you will need to provide his/her name when the application is made. The Building Department will then verify that the contractor has all of the appropriate insurance coverage.

Q. What about electrical work?

A. Sullivan County has an Electrical Licensing Law that requires electricians be licensed as a Sullivan County Master Electrician to perform electrical work in Sullivan County. You must make sure yours is so licensed. Then, the electrician's work must be approved by a third party inspector, approved by the town. Names can be obtained from the Code Enforcement Officer.

Q. What about plumbing?

A. No permit or license is required to do ordinary plumbing work. However, major projects, such as waterline replacement, wells, septic issues, irrigation systems and culverts, **DO require a permit.** If in doubt, contact the Building Department.

Well Permit Application

No Certificate of Occupancy will be issued without the return of this document filled out with the accurate data.

Septic System Application

On completion of project, a letter from the Engineer stating that the Septic System has been installed as per plans must be presented before a Certificate of Compliance is issued.

Q. What about an oil spill or the removal of underground gas or oil tanks?

A. This can **ONLY** be handled by an EPA-certified tank removal company. Check listings in the local yellow pages directory or website.

Q. What about building a pond on my property?

A. Any type of construction or remediation involving a dam or stream or bridge over a stream, must be permitted by New York State Department of Environmental Conservation, Region 3. They can be contacted at: 21 South Putt Corners Rd., New Paltz, NY 12561. Or call 845-256-3000.

Q. What about a driveway?

A. Contact Highland Highway Superintendent (845) 557-6257 for details.

Q. What about a culvert?

A. Must be obtained from the proper authorities including Town of Highland, County of Sullivan or New York State DOT — whichever would be appropriate in the individual case.

Q. What about signage for businesses and community developments?

A. A fee-based application must be submitted. Specific requirements and size restrictions can be obtained by reviewing the Town's code section 190-9 "Supplementary Sign Regulations in all Districts."

Must Read References

Review Town zoning laws and permits at: townofhighlandny.com/code

The Upper Delaware Council's Design Handbook which is based on a set of federal guidelines, the Upper Delaware Land and Water Use Guidelines, that apply within the river corridor.

River Management Plan in particular pages 114-134.

Both of these documents are posted on the Town's website as well as UpperDelawareCouncil.org.



This brochure was made possible through the Upper Delaware Council's Technical Assistance Grant.
UpperDelawareCouncil.org

QUESTIONS? Visit the Code Enforcement Office



Town of Highland Town Hall
32 Proctor Road
Eldred, NY 12732
845-557-8203
TownofHighlandNY.com



Q. Why do I need a permit?

A. Permits ensure that construction meets basic safety, health and structural standards set out in the New York State and Town of Highland Building Codes.

Q. What happens if I fail to obtain the necessary permits?

A. While a professional contractor may apply for a permit to do work for you, it is ultimately the responsibility of the land/homeowner to know when a permit is required and ascertain that one is properly in place prior to the commencement of work as financial penalties may apply for non-compliance.

Q. How much will it cost?

A. Fees vary. Contact the Code Enforcement office.

Q. Will any property improvements change my tax assessment?

A. Stop by or call the Assessor's office 845-557-6563.

Q. When do I need a Building Permit?

A. Changes to properties and structures including both new construction and renovations or remodeling require permits. This brochure offers some guidelines and examples to help you determine whether you will need permits for planned electrical, plumbing, structural or other work on your property. More specific questions can be addressed with the Code Enforcement Officer at (845) 557-8203.

A Building Permit is **NOT** Required to:

- Make ordinary repairs which replace existing materials with new materials of a similar kind. For example: repairing stair treads or railings, making a minor roof repair or a minor repair to a chimney or foundation wall, or painting.
- Install or repair gutters and downspouts.
- Install siding on a single family dwelling.
- Replacing windows when no structural work is required or when reducing size.
- Install or replace a sidewalk on private property.
- Tree cutting (except near powerlines, when a professional should be contracted.)

A Building Permit **IS** Required to:

- Erect, construct, enlarge, alter, remove, improve, demolish, or convert a building or structure. This includes, but not limited to, an attached or detached accessory building (such as a garage, carport, breezeway, storage shed, porch, deck, staircase, or enclosing an existing porch).
- Install, relocate, or remove interior partitions or walls.
- Demolish any building (including a garage).
- Convert or change the nature of the use or occupancy of a building or part of a building. This includes establishing a home occupation with a dwelling.
- Change the occupancy (tenant) to any commercial use.
- Finish a basement or a portion thereof.
- Install/Replace windows that require structural work to enlarge.
- Re-roof, even without structural changes, to include ice and water shield.
- Repair fire damage.
- Install automatic alarm systems, which must be registered with the Town.
- Install a masonry chimney or metal smokestack.
- Install a heating unit, gas furnace, oil heater, water heater, incinerator, wood-burning stove, fireplace or gas insert.
- Install a generator.
- Install solar panel(s).
- Construct a fence taller than 6.6 feet.
- Construct or replace a deck.
- Install any hot tubs, whirlpools or permanent swimming pool (in-ground or above-ground over 24" in depth.) A permanent pool is one which is substantially affixed into or onto the ground, or not easily dismantled for storage or movement to another site.
- Logging of property.
- Install any business sign.



Q. How do I apply for a Building Permit?

A. A permit application can be downloaded from the town's website at: townofhighlandny.com/code, or picked up during Building Department office hours at the town hall in Eldred, NY. **You will need to:**

- Submit two sets of plans drawn to scale. A complete set of specifications must accompany such plans. All plans for habitable structures must be signed by a NYS licensed engineer or architect. All plans for habitable structures must have NYS energy code Res-check or Com-check as applicable completed and attached.
- Two copies of the approved sub-division of plot is subject to sub-division approval. Also include location of sub-division and number. A plot plan showing location of lot and lot number is required.
- A plot plan showing location of building and driveway, septic and well. (Well and septic applications are separate from building permit application.)
- Include Section, Block and Lot of proposed site and copy of deed.
- Percolation test results and detailed specifications of proposed septic system are required. All testing and certification must be done by a licensed professional engineer. Deep-test pit is now required to have a minimum depth of seven (7) feet.
- After a permit has been granted, the following phases of construction must be inspected by the Code Enforcement Officer – footings, foundation (before concrete pour), and perimeter drainage, framing-structure, electrical work (subject to inspection by an Electrical Inspection Agency approved by Town of Highland), insulation, plumbing, and a final inspection must be made before a Certificate of Occupancy can be issued and prior to building being occupied.
- Workman's Compensation and contractor's Certificate of Insurance (Liability and Disability) are required for construction. Copies should be on file at the Building Department. ACORD forms are NOT acceptable.
- It is the responsibility of the owner, applicant or agent to notify inspector when various phases of construction are ready for inspection. Failure to do so could result in a delay of occupancy.
- Correct 9-1-1 address must be on property both at roadside (visible from both directions). These numbers must be done in reflective lettering no less than 3" high and no more than 6" high. **CERTIFICATES OF OCCUPANCY WILL NOT BE ISSUED WITHOUT A POSTED 911 NUMBER.** If you need any assistance, please call the number above.