

**Town of Highland  
Building Department  
PO Box 397  
Eldred NY 12732  
(845) 557-8203 or Fax (845) 557-0257**

**THE TOWN OF HIGHLAND IS A ZONED COMMUNITY  
BUILDING PERMIT REQUIREMENTS**

1. Two sets of blue prints drawn to scale are required. A complete set of specifications must accompany such plans. All plans for habitable structures must be signed by a licensed engineer or architect. All plans for habitable structures must have NYS energy code completed and attached.
2. A copy of the approved sub-division if 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.
3. A plot plan showing location of building and driveway, septic and well.
4. Include Section, Block and Lot of proposed site.
5. 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.
6. 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 (subjected 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.
7. Residential Code of New York State requires that single and multiple smoke alarms shall be installed in each sleeping room, outside each separate sleeping area in immediate vicinity of bedrooms and each additional story including basement. New construction requires that the detectors are electric and that they be “hard-wired” directly to the panel box with no intervening switches with battery operated type detectors as a backup to the electric type. Basement/Cellar Smoke Detectors are required. Fire rated sheetrock required on ceiling over boiler, furnace stove, under cellar stairs.
8. **Workman’s Compensation** Workman’s Compensation is required for construction. A copy should be on file at the Building Department. ACORD forms are NOT acceptable.
9. 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.**
10. **911 numbers** must be posted before a Certificate of Occupancy can be issued on a new home.

**Culvert Permits** must be obtained from the proper authorities including Town of Highland, County of Sullivan or New York Stated DOT – which ever would be appropriate in the individual case. Contact Highland Highway Superintendent (845-557-6257) for details on Driveway Permits.

If you have any questions, please call the above number. We will be glad to assist in any way we can.