

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

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

1. 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.
2. 2 copies 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. (Well and septic applications are separate from building permit application.) The Code Enforcement Officer reserves the right to require a survey stamped and signed by a NYS licensed surveyor.
4. Include Section, Block and Lot of proposed site. As well as the physical address of the project and mailing address of property Owner.
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 required to have a minimum depth of seven (7) feet. All new septic systems must be designed and approved by a licensed professional engineer.
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 (subject to inspection by an agency approved by The Electrical Board of Sullivan County), insulation, plumbing, and a final inspection must be made before a Certificate of Occupancy can be issued and prior to building being occupied.
7. **Workman's Compensation** Workman's Compensation and contractor's Certificate of Insurance (Liability and Disability or a CE-200 form –Found at website: businessexpress.ny.gov) are required for construction. Copies should be on file at the Building Department. **ACORD forms are NOT acceptable.**
8. 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.**
9. 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.