

**APPLICATION FOR BUILDING PERMIT  
- TOWN OF HIGHLAND, NEW YORK -**

**A PERMIT MUST BE OBTAINED  
BEFORE BEGINNING WORK**

Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>
Permit No. _____
Permit Issued: _____
Permit Rejected: _____
Permit Expires: _____
Zoning District: _____
Value of Work _____
Permit Fee _____

The undersigned hereby applies for a permit to the following work, which will be done in accordance with the description, plans, building and zoning specifications submitted, and such special conditions as may be indicated on the permit, and pursuant to all Federal, State and Local Law, Rules and Regulations.

OWNER: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONSTRUCTION SITE ADDRESS: \_\_\_\_\_

TAX MAP: SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ Size of Property \_\_\_\_\_

**TYPE OF OCCUPANCY**

- \_\_\_\_\_ One-Family Dwelling
- \_\_\_\_\_ Two-Family Dwelling
- \_\_\_\_\_ Store Building
- \_\_\_\_\_ Other \_\_\_\_\_

**NATURE OF PROPOSED WORK**

- \_\_\_\_\_ Construction of a New Building
- \_\_\_\_\_ Addition to a Building
- \_\_\_\_\_ Alteration to a Building
- \_\_\_\_\_ Demolition of a Building
- \_\_\_\_\_ Installation of an Oil Burner
- \_\_\_\_\_ Installation of a Wood Stove
- \_\_\_\_\_ Installation of Plumbing
- \_\_\_\_\_ Other (describe) \_\_\_\_\_

**ACCESSORY BUILDING**

- \_\_\_\_\_ One-Car Detached Garage
- \_\_\_\_\_ Two-Car Detached Garage
- \_\_\_\_\_ Private Storage Building
- \_\_\_\_\_ Other \_\_\_\_\_

**PURPOSE OF PROPOSED BUILDING**

RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

**STATE WHAT DISPOSITION WILL BE MADE OF WASTE AND SEWAGE**

Public \_\_\_\_\_ Private \_\_\_\_\_ Other \_\_\_\_\_

If other than public, submit plans drawn to scale in accordance with NYS Health Dept. Regulations.

Contractor/Building \_\_\_\_\_ Phone # \_\_\_\_\_

Architect \_\_\_\_\_ Phone # \_\_\_\_\_

Electrician \_\_\_\_\_ Phone # \_\_\_\_\_

Plumber \_\_\_\_\_ Phone # \_\_\_\_\_

**ESTIMATED VALUE OF PROPOSED CONSTRUCTION \$** \_\_\_\_\_

Please submit a plot plan to scale indicated street names, locations, size of property, the location, size and setbacks of proposed building, proposed well and septic locations. **ALL DISTANCES SHOULD BE MEASURED FROM THE NEAREST PROPERTY LINE TO THE NEAREST PART OF THE BUILDING.**

**BE ADVISED, SULLIVAN COUNTY LOCAL LAW NO. 13 OF 1977 REQUIRES USE OF LICENSED ELECTRICAL CONTRACTORS.**

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PLANS REQUIRED AND SEAL APPLIED BY  
NEW YORK STATE ARCHITECT OR ENGINEER

Size of Building \_\_\_\_\_ x \_\_\_\_\_ Number of Rooms \_\_\_\_\_

Square Footage First Floor \_\_\_\_\_ Second Floor \_\_\_\_\_

Number of Stories \_\_\_\_\_ Height of Each Story \_\_\_\_\_

Size of Basement \_\_\_\_\_ x \_\_\_\_\_ Roof Pitch \_\_\_\_\_

Type of Footers \_\_\_\_\_ Size \_\_\_\_\_ Depth \_\_\_\_\_

Type of Chimney and Location of Base \_\_\_\_\_

Type of Heating Facilities \_\_\_\_\_

Type of Plumbing \_\_\_\_\_ Type of Wiring \_\_\_\_\_

Number and Kind of Plumbing Fixtures \_\_\_\_\_

TRAILERS: Size \_\_\_\_\_ Year \_\_\_\_\_

**TYPE AND MATERIALS USED**

Outerwall construction \_\_\_\_\_ Sidewall insulation \_\_\_\_\_

Interior-wall \_\_\_\_\_ Ceiling insulation \_\_\_\_\_

Roof material \_\_\_\_\_ Foundation insulation \_\_\_\_\_

STATE OF NEW YORK )  
 ) SS.  
County of Sullivan )

I swear to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premises and that all provisions in the NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING, THE TOWN OF HIGHLAND ZONING ORDINANCE, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work is authorized by the Owner.

**Date:** \_\_\_\_\_ **Signature** \_\_\_\_\_

Owner, Owner's Agent, Architect, or Contractor

Special Conditions of the Permit \_\_\_\_\_

**FORWARDED TO Z.B.A. ( )**  
**Or PLANNING BOARD ( )**

By: \_\_\_\_\_  
Town Of Highland Code Officer

Reason for Permit Denial, Chapter & Section \_\_\_\_\_