

# APPLICATION FOR BUILDING PERMIT TOWN OF HIGHLAND, NEW YORK



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

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

FOR OFFICE USE ONLY	
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 \_\_\_\_\_

Sullivan County Electrical Inspector \_\_\_\_\_

**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.**

**THIS IS NOT A PERMIT**

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

**PLANS REQUIRED AND SEAL APPLIED BY NEW YORK STATE ARCHITECT  
OR ENGINEER. Need a 911 address?**

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 )  
County of Sullivan ) SS. This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
NOTARY PUBLIC \_\_\_\_\_

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. ( )** By: \_\_\_\_\_  
**Or PLANNING BOARD ( )** Town of Highland Code Officer

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

**THIS IS NOT A PERMIT**



# Permit for Driveway, Drainage, Sewer or Water Pipes Permit Under Section 136 of Highway Law

WHEREAS, Section 136 of the Highway Law provides "No street surface or other railroad shall be constructed upon any portion of a road constructed or improved on a county road system, nor shall any person, corporation or municipality enter upon or construct any work in or upon any such road, or construct any overhead or underground crossing thereof, or lay or maintain therein drainage, sewer or water pipes underground, except under such conditions and regulations as may be prescribed by the Superintendent of Highways, notwithstanding any consent or franchise granted by any town or by the municipal authorities of any village or town.

WHEREAS, a certain highway known as \_\_\_\_\_ CR No. \_\_\_\_\_  
has been improved and is on the Town of Highland road system and \_\_\_\_\_ Email: \_\_\_\_\_  
WHEREAS \_\_\_\_\_ PH: \_\_\_\_\_  
Whose address is \_\_\_\_\_ FX: \_\_\_\_\_  
requests permission to \_\_\_\_\_

\_\_\_\_\_ as per attached construction plans and details, sketch or map.

NOW, THEREFORE, permission is hereby granted to said \_\_\_\_\_  
to complete said work in accordance with the following conditions.

### GENERAL CONDITIONS AND RESTRICTIONS

- Superintendent of Highways reserves the right to at any time revoke or annul this permit should the applicant fail to comply with the terms and conditions upon which this permit is granted.
- Applicant certifies all persons concerned with actual work under this permit are duly covered by Workmen's Compensation Insurance and the State, County and Town shall be held harmless on account thereof.
- Applicant hereby agrees to hold the State, County and Town harmless on account of damages of any kind which may arise during progress of the work authorized by this permit or by reason thereof.
- This permit shall not be assigned or transferred without the written consent of the Town of Highland Superintendent of Highways.
- Superintendent of Highways shall be given (5) five days prior notice by said applicant of the date when it intends to begin the work authorized by this permit, and notice within (5) five days of completion.
- Applicant agrees to pay all necessary expenses incident to inspection by reason of the granting of such permit as certified by the Superintendent of Highways, such payment to be made within (10) ten days from the rendering of the certified account.
- Work under this permit shall commence within (30) thirty days from date of permit and shall continue to completion in an expeditious manner.
- The applicant shall submit detailed plans of all facilities and structures to be installed within the right-of-way, with a description of proposed method of construction with all necessary details to locate proposed facility (in plan, section and profile) to clearly define detail and material of construction, inclusive of all required restoration, erosion control and maintenance of traffic plans and details.
- All pipes or mains crossing highway pavements shall, when possible, be driven beneath the roadway without disturbance to the pavement.
- A trench across a highway shall be backfilled with R.O.B. gravel, or equivalent and thoroughly compacted. Suitable barricades and other traffic control and safety devices shall be maintained during this time and warning lights shall be displayed at night
- Safety is of highest priority. All personnel are required to wear hard hats and safety vests while working within the right-of-way.
- Applicant, owner or contractor is responsible for any damage to road during culvert pipe installation (rubber mats, tires or plywood should be used).

A deposit (Check) in the sum of : \_\_\_\_\_ made payable to the Town of Highland.

A copy of this application must be filed with the Code Enforcement Office in the Town of Highland.

Code Enforcement Address - **4 Proctor Road Eldred, NY 12732.** Highway Superintendent Office - **719 State Route 55 Eldred, NY 12732**

### SPECIAL CONDITIONS

\_\_\_\_\_ In consideration of granting this permit the undersigned accepts and is subject to all conditions described herein.

Applicant

Date

Highway Superintendent