



Town of Hardenburgh ***Ulster County N.Y.12406***

Supervisor
Jerry Fairbairn
(845) 586-3135

Town Clerk
Tom Delehanty
(845) 586-3135
FAX (845) 586-3135

C.E.O./Z.E.O
Karl von Hassel
(845) 254-4340
Fax (845)254-6005

BUILDING PERMIT INSTRUCTIONS

Attached is the building permit application you requested. The owner or its agent of the property must sign all applications. We suggest that the owner read these instructions being completed.

1. Building permit posting notice **MUST** be displayed on building site and a copy of the required inspections is to be available for initialing by the inspector. We suggest that the Building Permit be placed in a plastic envelop before posting.
2. When an inspection is required, notify the Code Enforcement Officer.
3. If construction is started prior to obtaining a building permit, all fees will be doubled.

WE MUST HAVE 72 HOURS NOTICE. Phone 845 254 4340

NO BUILDING PERMIT WILL BE ISSUED UNTIL ALL REQUIREMENTS LISTED BELOW HAVE BEEN FILLED.

4. Items to be submitted with Application.

- a. Complete permit application with good direction to the job site 911 or fire # or other direction.
- b. Appropriate fee. (Check made out to the Town of Hardenburgh)
- c. A Certificate of Insurance for Workman's Compensation and Disability must be attached to application Form # CE-200 or DB-120.1 or DB-155. The old ACORD forms are not acceptable.
How to obtain the new forms: online www.wcb.state.ny.us or any Workers Compensation Board district Office Albany 518 486-3349. And the forms shall be attached to the building permit application.
- d. Septic approval if needed.
- e. Truss Form
- f. A plot plan.
- g. Flood zone permit if needed.
- h. REScheck 4.5.0.5.

5.) For Alterations, Site Build Dwellings and For Commercial (Including Shells)

Two (2) copies of plans and specifications including Floor plan. Also cross-section of the foundation bolts and footings for deck posts. A separate insulation schedule will be required REScheck 4.5.0.5. All plans and specifications shall be in accordance with the State Education Law, Section 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except residential buildings, or to alterations costing under \$10,000. The authority conferred by such permit may be limited by conditions. Shall be submitted to the Code Enforcement Officer, one copy will be marked accepted and returned.

A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the specification and requirements of the Uniform Building Code. All plans and shall be in accordance with the State Education Law.

Instruction (continued)

6.) Accessory Building. You must submit a complete set of plans and specification of proposed building or a sketch acceptable to the Code Enforcement Officer.

7) A REcheck 4.5.0.5. and all other information required to demonstrate compliance with the IECC of 2015 and the New York State – Energy Code Supplement of 2016.

8.) Required Documentation for Permits: Factory Manufactured Housing Single wide or Double wide.

- 1.) Please attach up to date Manufacture's Installation Manual.
- 2.) Foundations or Slab design by a NY State registered Engineer professional must be approved by the home's manufacturer
- 3.) Manufacture serial #, Model # and home build date
- 4.) Installer Certification # and Seller Certification #

FOR MANUFACTURED HOME OR MODULAR HOME YOU MUST NOTIFY THE CODE ENFORCEMENT OFFICIAL and HIGHWAY SUPERINTENDENT 48 HOURS BEFORE DELIVERY

The applicant shall notify the Code Enforcement Officer of any changes in the information contained in the application during the period for which the permit is in effect.

A building permit shall expire, one year from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy), whichever comes first. The permit may, upon written request, be renewed for successive one year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made, (2) the relevant information on the application is up-to-date; and (3) the renewal fee is paid.

A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.

Before occupying any building a Certificate of Compliance or Certificate of Occupancy has to be obtained.

Listings of Proposed Work,

A. Nature of Proposed Work

New Building
Addition
Alteration Exterior
Alteration Interior
Change of use
Relocation
Demolition
New Oil / Gas Burner, Wood Stove or Fireplace

B. Construction Class

Type 1 - Fire Resistive
Type I and II Type 2 - Noncombustible
Type III Type 4 - Ordinary
Type IV or Type 3 - Heavy Timber
Type V or Type 5 - Frame

C. Occupancy or Use Classification

Group A-1 thru A-5 Assembly

Group B Business

Group E Educational

Group F-1 thru F-2 Industrial

Group H-1 thru H-4 High Hazard

Group I-1 thru I-4 or C6 Institutional

Group M Mercantile

Group R-1 Multiple-Dwelling Hotel/Motel

Group R-2 Multiple-Dwelling Apartments

Group R-3 A1 One-Family and A2 Two-Families Dwelling, Adult Residence

Group R-4 Multiple-Dwelling Senior Citizen

Group S-1 thru S-2 Storage

Group U Miscellaneous



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Town of Hardenburgh BUILDING PERMIT APPLICATION FORM

FOR OFFICIAL USE ONLY

Date Received: _____ Date Issued: _____ Date Refused: _____ Building Permit # _____

Reason for Refusal: Article: _____ Section: _____ Part: _____ Fee \$ _____

Culvert: Yes No Size Quantity: _____ Bldg. Style: _____ Structure Code: _____

Date _____ Tax Map # _____

1.) Permit Applicant:
Name: _____ Phone: _____

Address: _____ E-Mail _____

2.) Name & Address of Owner (if different from applicant :)
_____ Phone: _____

3.) Location of Property:
Street: _____ 911 # _____

4.) Architect or Engineer of Record:
Name: _____ Phone # _____

5.) Contractor:
Name: _____ Address: _____

Phone # _____

Insurance: Workman Comp. Secured by Contractor Yes() No () N/A ()

Disability Benefits Secured by Contractor Yes() No () N/A ()

Certificate of Insurance Attached: Yes() No () N/A ()

6.) Estimated Cost [Including labor] \$ _____ Lot Size: Acres _____ Max. Height _____

Town of Hardenburgh Building Permit Application Form[cont.]

Proposed use and or Existing use: _____

7.) Proposed Work, Construction and Occupancy Classification [see attachment on page 2]

A. Nature of Work _____

Construction Classification _____ Occupancy or use Classification _____

Building size _____ No of Bedrooms _____ Square footage 1st floor _____ 2nd floor _____

Basement size _____ Type of footing _____ Type of Foundation _____

8.) Site Information _____

A. Fire Limits: Is site within established Fire Limits _____

B. Flood plain: Is the site within a flood plain _____

C. Water Supply: _____

D. Sewage Disposal System _____

10.) Setbacks Front 25 feet side 30 feet rear 50 feet

11.) Setbacks Front _____ feet side _____ feet rear _____ feet

12.) Double / single wide Home only: Manufacturer's Specification attached Yes []

13.) Serial # _____ Model# _____

14.) HUD # _____ Year _____

The undersigned hereby makes application for a **Building Permit** pursuant to those provisions of the Code of the Town of Hardenburgh, Ulster County, the State of New York, and agrees to comply with said ordinance and all other laws, regulations, and requirements of the Town of Hardenburgh and the State of New York, and agrees to permit the Town of Hardenburgh Code Enforcement Officer or his agent to enter upon the premises without a warrant, for the purpose of inspection.

10.) FOR ANY MANUFACTURED HOME OR MODULAR HOME YOU MUST NOTIFY HIGHWAY SUPERINTENDENT 48 HOURS BEFORE DELIVERY

Must apply for a Certificate of Compliance or Certificate Occupancy upon completion

Signature of Applicant.

Date



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**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,
PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN
RESIDENTIAL STRUCTURES**
(In accordance with Title 19 NYCRR PART 1265)

Owner Name: _____

Physical Address: _____

Tax Map #: _____ **Phone #:** _____

PLEASE TAKE NOTICE THAT (check each applicable line):

- New Residential Structure Addition to Existing Residential Structure
 Rehabilitation to Existing Residential Structure

**TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCE ABOVE
WILL UTILIZE (check each applicable line):**

- Truss Type Construction (TT) Pre-Engineered Wood Construction (PW) Timber Construction (TC)

IN THE FOLLOWING LOCATION(S) (check each applicable line):

- Floor Framing, Including Girders and Beams (F) Roof Framing (R) Floor Framing and Roof Framing (FR)

Sign/symbol will be placed () on or near outdoor electric meter box () other location (specify)

I certify that the statements herein are true to the best of my knowledge and belief.

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

CAPACITY (Check One): Owner Owner's Representative

PLOT PLAN

Show location of proposed building and distances to all property lines. Portion of building facing the road shall be the front.

APPLICATION FOR SITE PLAN REVIEW

Town of Hardenburgh

Owner: _____ Plans drawn by: _____

Address: _____ Address: _____

Phone #: _____ Phone #: _____

New building Yes No Exterior addition Yes No Site change Yes No

Proposed use of site: _____

Site location: _____

Setbacks Front _____ feet side _____ feet rear _____ feet

Tax map description:

Map # _____ Block _____ Lot _____ Acreage _____

Permits needed:

Federal Yes No State Yes No County Yes No Local Yes No DEP. Yes No Flood plain Develop. Yes No

Anticipated construction time: _____

Will construction/development be staged Yes No

Anticipated increase in bedrooms: _____

Anticipated future improvements: _____

Is site compatible with neighboring uses? _____

Date submitted to Zoning Board: _____

Statement of Compliance

I agree to comply with the regulation stated in the Town of Hardenburg Zoning Law in all future addition, improvements and changes to my property.

Applicant

Date

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Information of Septic System

No Building Permit will be Issued until this completed form is submitted to the Code Enforcement Officer

Effective May 1 1997 the New York City Bureau of Water Supply has adopted new regulation concerning septic System. Two deep test pits and percolation test are required to assure that a safe system can be installed. In some cases an alternative system may be required.

The Town of Hardenburgh will not issue any Certificate of Occupancy until it has received an acceptable septic report from the Bureau of Water Supply, regardless of the fact that a building permit was issued.

It is strongly recommended that you contact the NYCDEP - Engineering Section P. O. Box 370 Shokan NY 12481 or telephone (845) 657-6972 before starting construction.

Name & Address of Owner:

Tax Map #

Signature of Owner:

Sworn to me before:

This _____ day of _____ 20 _____

Notary Public

Town of Hardenburgh

Contact Persons

Town Clerk.

Tom Delehanty

51 Rider Hollow Rd
Arkville NY 12406
(845) 586-3135
FAX(845) 586-3135

Supervisor.

Jerry Fairbairn

51 Rider Hollow Rd
Arkville NY 12406
(845) 586 3135

Fees to be sent with application to Code Enforcement Officer

CEO/ZEO

Karl Von Hassel
524 County Hwy 3
Halcott Center.N.Y.12430
(845)254-4340
Fax: (845)254-6005
Cell (845) 332-3223
E-Mail hund65@gmail.com

ZBA appeal

Debra Storm
Todd Mtn. Rd
Arkville NY 12406
845-586-2610

Planning Board.

William Scholl
Dry Brook Rd
Arkville NY 12406
845-586-4056

Town Board

Electrical Inspectors.

Malcolm Fairlie [845] 254-4290
Common Wealth Inspection (845) 586-2430
Swanson Consulting (845) 496-4443
Tri County Todd Klikus 570-729-7643

Town of Hardenburgh Ulster County N.Y.12406

PUBLIC NOTICE

Notice is hereby given that the following fee Schedule for Building Permits was duly adopted by the Town of Hardenburgh on 12/10/2015 and will become effective on 1/1/2016 is fee schedule supersedes and amends all other previous fee schedules.

BUILDING FEE SCHEDULE

1. It is the intent of this fee schedule to partially offset the cost of administering the NEW YORK STATE UNIFORM BUILDING and FIRE CODE. The various fees may change from time to time as cost change.

If construction is started prior to obtaining a building permit, all fees will be doubled.

2. BUILDING PERMITS.

Minimum

One and two family dwelling or Modular for the first 1500 sq. ft. living area _____ \$ 300.00
and each additional 100 sq. ft or fraction thereof add \$ 15.00

Multiple dwelling / Commercial Buildings (First 1000 Sq. ft) _____ \$ 350.00
and each additional 100 sq. ft. or fraction thereof add \$15.00

Doublewide and Singlewide Homes \$ 20.00 for each 100 sq. ft. **(Fee Breakdown)**

Garages/ Decks / Accessory Buildings 144 sq. ft. _____ \$ 75.00
and each additional 100 sq. ft. or fraction thereof add \$ 15.00

less than 144 sq. ft. are Exempt [Unless heated, plumbed, wired or attached to building]

Moving Building ----- \$ 300.00

Structural Repairs, Alteration and Addition for the first 1000 sq. ft. _____ \$ 250.00
and each additional 100 sq. ft. or fraction thereof add \$15.00

Personal Wind towers / Solar Panels _____ \$ 100.00

Renewal of Building Permit 50% of original fee

Fire Inspections for newly installed Wood-stoves or any other

Fossil Fueled Equipment or Heating Systems _____ \$ 25.00

Certificate of Occupancy and Fire Inspection _____ No Charge

Temporary Certificate of Occupancy _____ \$ 25.00

Refusal of C.O. and second copy of C.O. or C/C _____ \$ 50.00

In-ground swimming pools _____ \$ 150.00

Demolition _____ \$ 75.00

Flood Plain Permit _____ \$ 150.00

No fee for an alteration or renovation shall exceed the fee which would be applicable if the particular building or structure were to be newly constructed.

November 18, 2015

Planning Fee Schedule

Lot Line Adjustment.....\$ 50.00

Special Use Permit.....\$100.00

Site Plan Approval.....\$ 0.00

Minor Subdivision Application Fee.....\$ 75.00
Each Lot ad \$ 10.00

Major Subdivision Application Fee..... \$150.00
Each lot ad \$10.00

Approved Lot Fee each lot Approved (Town recreation Fund).....\$50.00