

**Town of Newcomb**  
5639 Rt. 28N  
P.O. Box 405  
Newcomb, NY 12852  
**Codes, Zoning and Planning**  
**Mike Moses, Code Enforcement Official**  
(518) 582-4211 FAX: (518)582-2061

**The Building Permit Procedure**

1. Schedule an appointment with the Code Enforcement Official. At this meeting you can explain your project and investigate all the rules, regulations or codes that pertain.
2. A building permit is required for and prior to commencing: the erection, construction, enlargement, improvement, alteration, removal or demolition of any building structure or any portion thereof and installation of heating equipment including solid fuel burning appliances.
3. A structure shall be considered as anything constructed or erected with a fixed location or attached to something having a fixed location on the ground. Among other things, structures include buildings, swimming pools, mobile homes, walls, signs and fences.
4. An application form must be completed, neatly in ink. The applicant is responsible for all information relating to the property owner, location, and size of lot, cost of construction, deed restrictions, type of new construction and any pertinent data regarding the project. Additional information is required from the property owner concerning A.P.A., Wetlands Area, Floodplain Insurance, County and State D.O.T.
5. A properly dimensional plot plan, drawn as close to scale as possible, must accompany all applications. A plot plan will show the road on which the property abuts, dimensions of the lot, location and size of the new construction, all setbacks relating to the proposed structure and names of owners whose property abuts the lot when applicable.
6. An engineered septic system design (complying with the Town Onsite Sewage Disposal Ordinance) is required for all new construction.
7. If a deed is not listed on the Town Assessment Roll, a copy of a deed will be required.
8. A set of plans bearing the official seal, stamp and signature of a New York State registered architect or licensed professional engineer must be submitted to the Code Enforcement Official prior to the issuance of a permit for any residential or commercial building and major alteration or renovation. The plans and permit documentation become a permanent record of the project. A plan review will be completed before the permit is issued.
9. Providing all requirements are met and are in compliance with the Town of Newcomb's Zoning Ordinance and upon payment of the stipulated fee, a building permit can be issued. The permit is valid for two years. Call **DIG SAFELY NY** at **1-800-962-7962** before any excavation work begins.
10. Issuance of this building permit requires that the Town of Newcomb building inspector be allowed to make all required inspections related to said permit, It is the applicant's responsibility to schedule all inspections with the Code Enforcement Official during the construction process.
11. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been granted by the Code Enforcement Official.

**TOWN OF NEWCOMB  
BUILDING PERMIT APPLICATION**

Property Tax Map # \_\_\_\_\_ Zone \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_ Appl# \_\_\_\_\_  
 Property Owner \_\_\_\_\_ Phone# \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant \_\_\_\_\_ Fax# \_\_\_\_\_ Phone# \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Lending Inst. \_\_\_\_\_ Contact \_\_\_\_\_ Fax# \_\_\_\_\_ Phone# \_\_\_\_\_  
 Plan Professional \_\_\_\_\_ Fax# \_\_\_\_\_ Phone# \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor \_\_\_\_\_ Phone# \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Project Location \_\_\_\_\_  
 Lot Size/Dimensions \_\_\_\_\_ Est Compl Date \_\_\_\_\_ Project Cost \_\_\_\_\_  
 Set Backs: Front \_\_\_\_\_ Back \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_

PERMIT USE:	PERMIT TYPE:
<input type="checkbox"/> Erect	<input type="checkbox"/> Commercial/Industrial
<input type="checkbox"/> Extend	<input type="checkbox"/> Residence -Site Built/Modular
<input type="checkbox"/> Install	<input type="checkbox"/> Manufactured Home-Single Wide/Double Wide
<input type="checkbox"/> Change of Use	<input type="checkbox"/> Garage
<input type="checkbox"/> Repair	<input type="checkbox"/> Accessory Structure (storage shed, fence, etc.)
<input type="checkbox"/> Occupy	<input type="checkbox"/> Porch/Deck
<input type="checkbox"/> Alter	<input type="checkbox"/> Pool - In Ground/Above Ground
<input type="checkbox"/> Move	<input type="checkbox"/> Pole Barn
<input type="checkbox"/> Demolish	<input type="checkbox"/> Sign
	<input type="checkbox"/> Chimney
	<input type="checkbox"/> Liquid Fuel Appliance
	<input type="checkbox"/> Solid Fuel Appliance
	<input type="checkbox"/> Other _____

**DOES THE PROPERTY HAVE:**

- Public Water     Public Sewer     New Private Well     New Septic System  
 Existing Well     Existing Septic System     Other \_\_\_\_\_

Plans are:     attached/enclosed     shipped separately     not supplied  
 Plot Plan attached:     Has any work on the project been started or completed? \_\_\_\_\_  
 Is the site in?     a flood plain     a wetland area     the A.P.A.  
 Zone \_\_\_\_\_ Is the project in compliance with the Town of Newcomb Zoning Ordinance? \_\_\_\_\_

**CONSTRUCTION CLASS:**

- Type I (non-combustible)     Type II (non-combustible)     Type III (non-combustible exterior)  
 Type IV (Heavy Timber)     Type V (combustible)

**USE AND OCCUPANCY CLASSIFICATION:**

- A- Assembly     B-Business     E-Educational     F- Factory/Industrial  
 H- High Hazard     I- Institutional     M- Mercantile     R- Residential  
 S- Storage     U- Utility/Misc

Application Fee Rcvd: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Make checks payable to the **Town of Newcomb**  
 Date Application Received: \_\_\_\_\_ Reviewed/Approved \_\_\_\_\_  
 Assessor Review \_\_\_\_\_ Date \_\_\_\_\_

Drive way	Address Form	Water	Sewer	CC Septic	Liability	Worker's Comp	Plot Plan	Bldg Plans	A.P.A	Flood Plain	Energy Audit	DEC Wetland	AG	Rough Lumber

**COMMERCIAL/INDUSTRIAL:**

Size \_\_\_\_\_ Style \_\_\_\_\_ Foundation Type \_\_\_\_\_  
 Number of Stories \_\_\_\_\_ Number of Rooms \_\_\_\_\_ Number of Restrooms \_\_\_\_\_  
 Heat Type \_\_\_\_\_ Fuel Type \_\_\_\_\_ Foundation Type \_\_\_\_\_

**ALL RESIDENTIAL: (Site Built, Manufactured Single Wide, Manufactured Double Wide)**

Size \_\_\_\_\_ Style \_\_\_\_\_ Number of Stories \_\_\_\_\_  
 Number of Rooms \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_ Number of Baths \_\_\_\_\_  
 Heat Type \_\_\_\_\_ Fuel Type \_\_\_\_\_ Foundation Type \_\_\_\_\_

**ADDITIONAL MODULAR INFORMATION:**

Manufacturer \_\_\_\_\_ Date of Manufacture \_\_\_\_\_  
 Attach NYS Dept. of State Codes Division Approval:  
 2 Page Noting Restrictions or Absence Thereof

**ADDITIONAL MOBILE HOME INFORMATION:**

Mobile Home Park Name \_\_\_\_\_ Lot# \_\_\_\_\_  
 Make \_\_\_\_\_ Year \_\_\_\_\_ Size \_\_\_\_\_  
 Serial# \_\_\_\_\_ Hud# \_\_\_\_\_

**GARAGE/SHED:**

Size \_\_\_\_\_ Attached \_\_\_\_\_ Detached \_\_\_\_\_  
 Foundation Type \_\_\_\_\_  
 If attached, is fire barrier detail on print? \_\_\_\_\_

**POOLS:**

Please submit a plot plan showing:

1. Location of pool
2. Distance from buildings, overhead utility lines, underground electrical/water lines, septic system, well, property lines, etc.
3. Height & location of barrier/fences/gates/door alarms
4. Pool equipment location and clearances

**SIGN:**

Please provide the following information:

Plot Plan Showing:

1. Location of the sign
2. Distance from buildings, roads, utility poles, property lines
3. Existing signs/sizes & dimensions, etc.

Drawing of the proposed sign including:

1. Dimensions
2. Area in square feet
3. Structural supports/brackets
4. Height (from ground to top/bottom)
5. Text/Lettering
6. Colors
7. Lighting/ Illumination (interior/exterior, neon, flashing, etc.)

**PORCH/DECK:**

Size \_\_\_\_\_ Foundation/Piers: \_\_\_\_\_  
(Porches and decks attached to building with frost wall and full foundations are required to have footings below frost depth.)

**POLE BARN:**

Size \_\_\_\_\_ Pole Size \_\_\_\_\_  
Pole Spacing \_\_\_\_\_ Floor Material \_\_\_\_\_

**DEMOLITION:** \_\_\_\_\_

**OTHER CONSTRUCTION:** \_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_

**REMEDIES & PENALTIES:**

Section 9B. Local Law #1, 2001. *NYS UNIFORM FIRE PREVENTION AND BUILDING CODE*

In addition to the remedies prescribed by the Code, any person, corporation, association, firm or partnership that fails to remedy the condition found to exist in violation of the code and this local law shall be subject to a fine of not more than \$200.00 per/day or part thereof during which such violation continues.

Each violation that continues to exist beyond the date fixed in the order of the Code Enforcement Official to remedy the violation shall be deemed a separate offense.

**STATE OF NEW YORK)**

Ss

**County of Essex)**

Deponent being duly sworn, says that he is the owner or authorized agent for which the foregoing work is proposed to be done, and that he is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing state and local ordinances. I further state that all information is true and correct to the best of my knowledge.

In a written instrument, any person who knowingly makes a false statement which such person does not believe to be true, has committed a crime under the laws of the State of New York, punishable as a Class A Misdemeanor. (PL210.45)

Affirmed under penalty of Perjury

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant