

**Town of Southeast Building Department
Commercial Building Application Check List
All Applications Must Include The Following Paperwork:**

This checklist is highlighted for _____.

- 1) Copy of Planning Board Approval.
- 2) Copy of Architectural Review Board Approval.
- 3) A copy of receipt for Inspection Fees paid to Planning Board.
- 4) A copy of Town Board bond receipt.
- 5) Original certified survey with proposed building, fence etc and setbacks to property lines as well as designated parking areas.
- 6) Driveway permit from Town, County or State office.
- 7) Copy of completed D.O.H. E911 address verification form.
- 8) Putnam County Dept. of Health approvals for well and septic system (original).
- 9) Original P.C. D.O.H. Approved Septic Plan.
- 10) Copy of MS-4 and Approved Erosion & Sediment Control Application Permit for disturbance of 5,000 sq. ft. or more.
- 11) Original architectural and mechanical plans signed and stamped by a NY licensed architect and/or professional engineer with approval from the Putnam County Dept. of Health.
Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two sets. The construction documents shall be prepared by a registered design professional as required.
Information required on Construction Documents:
 - a) Insulation materials and their R-values.
 - b) Fenestration U-factors and solar heat gain coefficients.
 - c) Area-weighted U-factor and solar heat gain coefficient calculations.
 - d) Mechanical system design criteria.
 - e) Mechanical and service water heating system and equipment types, sizes and efficiencies.
 - f) Economizer description
 - g) Equipment and system controls
 - h) Fan motor horsepower and controls
 - i) Duct sealing, duct and pipe insulation and location.
 - j) Lighting fixture schedule with wattage and control narrative
 - k) Location of daylight zones on floor plans
 - l) Air Sealing details
 - m) The building's thermal envelope shall be represented on the construction drawings.
 - n) The plans or specifications sealed and signed by the registered design professional shall also include a written statement that to the best of his or her knowledge, belief and professional judgement, such plans or specifications are in compliance with the Energy Code.
- 12) Detailed floor plan with all measurements of doorways, walls, counters, aisle space, ceiling height etc. with all rooms labeled including a fire extinguisher plan with smoke and CO detector locations. For a change of use Putnam County Dept. of Health approval must be included.
- 13) Completed Building, Plumbing, HVAC, Equipment, Sprinkler and Gas permit applications, with supporting paperwork:
 - a) Copy of Putnam County License (for all mechanical contractors)
 - b) Certificate of Liability (Accord form is acceptable) & a Workers' Compensation Certificate- **Both with the Town of Southeast listed as a Certificate Holder. **Accepted Worker's Compensation Forms are: C105.2 (9-07), U-26.3 and CE-200.**
 - c) Approved "Shop Submittal" for all plumbing and HVAC work.

- d) Riser diagram, and/or red line drawing of ductwork on a set of floor plans w/size, type, length of duct & register and condenser location. Gas piping diagram w/ location, size, length and type of pipe to be used.
- 14) Copy of manufacturer's specification sheets for _____.
- 15) Completed Equipment Application for Fire Alarm System: Copy of NYS License, Certificate of Insurance (same as 12b), Drawing w/Head, Pull Station and Annunciator Panel locations.
- 16) Alarm Registration Form.
- 17) Application Fee (Check or Money Order- payable to the Town of Southeast).
- 18) Sign Permit Application (Permanent & Temporary).
- 19) Other _____.
- 20) Alarm Permit.

NOTE: Applications will not be accepted if any of the above information is missing.
Please call this office at 845-279-2123 with any questions. FAX 845-279-3137 (3/15/19)