

**Town of Southeast Building Department  
One Main Street, Brewster, NY 10509  
845-279-2123 Fax 845-279-3137**

**SMALL PROJECT BUILDING PERMIT APPLICATION**

Building Permit # _____	Date _____
Application Received _____	
Permit Issue Date _____	Approved by Zoning _____, Bldg _____
<b>(Office use only)</b>	

**Property Owner's Name** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Address** \_\_\_\_\_ **Tax ID #** \_\_\_\_\_

**Contractor Name** \_\_\_\_\_ **License #** \_\_\_\_\_

**Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_

Street

City, State, Zip Code

**Owner's Email** \_\_\_\_\_ **Contractor's Email** \_\_\_\_\_

**What type of work are you doing?**

- Deck/Porch\*                      Size \_\_\_\_\_
  - Shed                                      Size \_\_\_\_\_
  - Above Ground Pool                      Size \_\_\_\_\_
  - In Ground Pool\*                      Size \_\_\_\_\_
  - Fence                                      Height \_\_\_\_\_      Length \_\_\_\_\_      Type \_\_\_\_\_
  - Window Replacement                      Total # to be replaced \_\_\_\_\_      Total # in Building \_\_\_\_\_
  - Roofing                                      Size \_\_\_\_\_
  - Garage\*                                      Size \_\_\_\_\_      Detached or Attached      #of Bays \_\_\_\_\_
- Circle One

**Note:** Projects with an asterisk (\*) may require construction plans stamped by a licensed professional engineer or NYS registered architect under provisions of Article 147 7307.5.2 New York State Education Law.

What is the value of your project? - \$ \_\_\_\_\_  
(A final cost affidavit may be required at the end of your project before a Certificate is Issued.)

\*\*\*\*\*WHAT IS THE AREA OF DISTURBANCE IN SQUARE FEET \_\_\_\_\_\*\*\*\*\*

Any land disturbance greater than 5,000 sq. ft. requires an *MS-4 permit*. Failure to comply with this requirement will result in a *STOP WORK ORDER* and *NOTICE OF VIOLATION*.

Please provide the following with your application:

1. Construction Plans or Documentation for Improvement.
2. Completed "Notice of Utilization of Truss Type Construction, etc." form. Page 4-6.
3. Site Plan providing setbacks to existing buildings and property boundaries.
4. Copy of Contractor's License Issued by Putnam County.
5. Notarized Owner Consent Form if application is submitted by anyone other than the property owner.
6. Insurance Certificates- Liability and Workers' Compensation Forms both with the Town of Southeast listed as Certificate Holder and Additionally Insured. **Acceptable Workers' Comp. forms are:** C105.2 (9-07), U-26.3 and CE 200. **OR** When the homeowner is performing the work- A copy of the Declaration page of the Homeowner's Liability Insurance and Notarized W.C. Exemption Waiver Form # BP-1(12-08).
7. Driveway Permit, if driveway is being installed or modified.
8. Application Fee. Check or money order payable to the Town of Southeast.

Applicant/Owner's Name \_\_\_\_\_  
Please Print

Applicant/Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Office Use Only

**Building Permit Fee** \$ \_\_\_\_\_

**Certificate of Occupancy/Compliance Fee** \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

Town of Southeast Building Department  
One Main Street, Brewster, NY 10509 845-279-2123, fax-845-279-3137

Owner Consent Form

- Completion of this form is required when the applicant is not the property owner

Parcel Id # \_\_\_\_\_ Property Address \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We, \_\_\_\_\_, owners(s) of the above property hereby give my/our permission to \_\_\_\_\_ (applicant's name) to submit the above identified building permit application on my/our behalf and to represent me/us in all proceedings concerning the referenced application.

\_\_\_\_\_  
Date \_\_\_\_\_  
Owner (s) Signature(s)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



# Town of Southeast

Building Department  
One Main Street  
Brewster, New York 10509  
Tel. (845) 279-2123  
Fax (845) 279-3137

Michael J. Levine  
Building Inspector  
  
Joe Hernandez  
Assistant Building Inspector

## MEMORANDUM

**To: Property Owners, Contractors, Design Professionals**

**From: Michael Levine, Building Inspector**

**Date: May 6, 2019**

**Re: Submittal requirements for Residential Permit Applications**

---

The Southeast Building Department requests Construction Plans and/or Documentation as part of the permit applications. In accordance with the Codes adopted by the State of NY and our local codes, the Permit shall reflect the proposed work and demonstrate compliance with the applicable Codes.

Due to the nature of the work and the Standards established by the New York State Division of Codes, Construction Plans for structural improvements including decks, additions, and load bearing alterations will normally require the seal or stamp of a licensed Professional Engineer or Registered NYS Architect. While this may be viewed as a prohibitive cost for a small project, the requirement is in place to protect the property owner and the occupants of the dwelling.

If you are planning a project of this type, we urge you to seek assistance from a design professional prior to submitting you permit application for review.

If you or your contractor submit construction plans that that are not sealed or stamped by a design professional, they will not be accepted unless they clearly address all requirements and standards of local and state Code. A copy of the adopted NYS Codes are available for review at our 1 Main Street office by appointment.

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,  
PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION**

TO: **TOWN OF SOUTHEAST**

Property Owner: \_\_\_\_\_.

Subject Property Address: \_\_\_\_\_ Tax Map \_\_\_\_\_.

Please take notice that the (check 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 applicable line):

\_\_\_\_ floor framing, including girders and beams (F)

\_\_\_\_ roof framing (R)

\_\_\_\_ floor framing and roof framing (FR)

DATE: \_\_\_\_\_.

SIGNATURE: \_\_\_\_\_ . (signature of person submitting form).

NAME: \_\_\_\_\_ . (print or type name of person signing & submitting form).

CAPACITY: \_\_\_\_\_ . (Insert "Owner" or "Owner's Representative" as applicable).

**NOTE: SEE ATTACHED SECTION 1265.4 REGARDING "SIGN OR SYMBOL" REQUIREMENT.**

1/8/15

5 of 7

Section 1265.4. Sign or symbol.

(a) Each new residential structure and each addition to or rehabilitation of an existing residential structure that utilizes truss type construction, pre-engineered wood construction and/or timber construction shall be identified by a sign or symbol in accordance with the provisions of this Part.

(b) The sign or symbol required by this Part shall be affixed to the electric box attached to the exterior of the residential structure; provided, however, that:

(1) if affixing the sign or symbol to the electric box would obscure any meter on the electric box, or if the utility providing electric service to the residential structure does not allow the sign or symbol to be affixed to the electric box, the sign or symbol shall be affixed to the exterior wall of the residential structure at a point immediately adjacent to the electric box; and

(2) if no electric box is attached to the exterior of the residential structure or if, in the opinion of the authority having jurisdiction, the electric box attached to the exterior of the building is not located in a place likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure, the sign or symbol required by this Part shall be affixed to the exterior of the residential structure in a location approved by the authority having jurisdiction as a location likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure.

(c) The sign or symbol required by this Part shall be affixed prior to the issuance of a certificate of occupancy or a certificate of compliance. The authority having jurisdiction shall not issue a certificate of occupancy or certificate of compliance until the sign or symbol required by this Part shall have been affixed.

(d) The property owner shall be responsible for maintaining the sign or symbol required by this Part and shall promptly replace any such sign or symbol that is affixed to an electric box when any change or modification is made to such electric box. The property owner shall promptly replace the sign or symbol required by this Part if such sign or symbol is removed or becomes damaged, faded, worn or otherwise less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure. The property owner shall keep the area in the vicinity of the sign or symbol required by this Part clear of all plants, vegetation, and other obstructions that may hide or obscure such sign or symbol or otherwise cause such sign or symbol to be less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure.

(e) The sign or symbol indicating the utilization of truss type construction, pre-engineered wood construction and/or timber construction shall comply with the requirements of this subdivision.

\* (1) The sign or symbol shall consist of a circle six inches (152.4 mm) in diameter, with a stroke width of 1/2 inch (12.7 mm). The background of the sign or symbol shall be reflective white in color. The circle and contents shall be reflective red in color, conforming to Pantone matching system (PMS) #187.

(2) The sign or symbol shall be of sturdy, non-fading, weather-resistant material; provided, however, that a sign or symbol applied directly to a door or sidelight may be a permanent non-fading sticker or decal.

(3) The sign or symbol shall contain an alphabetic construction type designation to indicate the construction type of the residential structure, as follows:

(i) if the residential structure is subject to the provisions of the RCNYS, the construction type designation shall be "V" and

(ii) if the residential structure is subject to the provisions of the BCNYS, the construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS.

(4) The sign or symbol shall contain an alphabetic location designation to indicate the location(s) containing truss type construction, pre-engineered wood construction and/or timber construction structural components, as follows:

(i) "F" shall mean floor framing, including girders and beams;

(ii) "R" shall mean roof framing; and

(iii) "FR" shall mean floor framing and roof framing.

(5) The construction type designation shall be placed at the 12 o'clock position of the sign or symbol, over the location designation, which shall be placed at the six o'clock position of the sign or symbol.

70F7