

**Town of Southeast Building Department
Residential (New Homes) Building Application
Check List**

All Applications Must Include The Following Paperwork:

- 1) A copy of Architectural Review Board Approval (if required).
- 2) Original certified survey with proposed building/addition with setbacks to property lines.
- 3) Driveway permit from Town, County or State office.
- 4) Copy of completed D.O.H. E911 address verification form.
- 5) Putnam County Dept. of Health permits for well and septic system (original).
- 6) Completed "Notice of Truss Type Construction, etc." form.
- 7) Original P.C. D.O.H. Approved Septic Plan.
- 8) Original signed and Stamped Architectural Plans with PC Dept of Health Stamp & Signature. (Two Sets)

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.
- 9) Copy of D.E.C MS-4 Acknowledgement and Approved Erosion & Sediment Control Permit for disturbance of 5,000 sq. ft. or more.

- 10) Completed Building, Plumbing, HVAC, Equipment, Sprinkler and Gas permit applications, with supporting paperwork:
 - a) Copy of P.C. License (for all contractors).
 - b) Copy of Liability & Worker's Compensation insurance with the Town of Southeast listed as a certificate holder and additionally insured.
****Accepted Workers Compensation forms are: C105.2 (9-07), U-26.3 and CE- 200.**
NOTE: BP-1 (12-08) Not appropriate for New Construction because House is not yet Owner Occupied and NO C.O. has been issued.
 - c) Riser diagram for plumbing.
 - d) Red line ductwork diagram on a set of floor plans with size, length, type of duct and register locations.
 - e) Gas piping Diagram with size, length and type of pipe to be installed.
 - f) HVAC Load Calculations.
- 11) Application Fee (Check or Money Order Only- payable to the Town of Southeast).
- 12) Copy of Deed/Subdivision Covenant and/or Restrictions.
- 13) Other_____.

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 (8/10/2023).