

# Town of Reading Building Permit Application

3914 County Route #28 – P.O. Box 5 – Reading Center, NY 14876-0007

Dennis Tremblay - Building Inspector Town of Reading

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Available in office – Monday & Fridays 8- 10 am , Wednesday 5-7pm (appt. required outside of scheduled office hours)

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**An incomplete application will delay the timely issuance of your permit**

## Part 1: General Information

### 1. Project Location and Information

Number and Street Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Current use of property/building: \_\_\_\_\_

Proposed use of property/building: \_\_\_\_\_

### 2. Owner Identification

Owners Name: \_\_\_\_\_

Address of owner: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 3. Type of Construction or Improvement

New Building – proposed use is \_\_\_\_\_

Conversion- current use is \_\_\_\_\_ proposed use is \_\_\_\_\_

Addition       Alteration       Repair/ Replacement       Relocation

Demolition       Solar PV systems exceeding 40 KW

Electrical       Heating System       Septic System       Fire Repair       Pole Building

ALL OTHER \_\_\_\_\_

### 4. Description of Project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Project Cost \_\_\_\_\_

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ How Paid: \_\_\_\_\_ Permit # \_\_\_\_\_

**Part II: Designers and Contractors**

- 1. Architect/Engineer: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- 2. General Contractor: Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_
- 3. Electrical Contractor: Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_
- 4. Plumbing Contractor: Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_
- 5. Mechanical Contractor: Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_

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**Part III: Project location and details**

**PLEASE ATTACH A PLOT PLAN**

**A drawing of work to be performed must be made a part of this application and include the following:**

**PLOT PLAN.**

- 1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions; 2. The distance of the proposal from all lot lines;
- 3. The distance of the proposal from any structure including neighboring structures;
- 4. The depth of the proposed foundation or footers; 48" minimum
- 5. The maximum percentage of the lot to be covered by the building(s) lake property only
- 6. A copy of a survey may be required

**Addition** will be used as [ ] Family room [ ] Sun Room [ ] Kitchen [ ] Bathroom [ ] Bedroom

**Basement:** [ ] Full [ ] Partial [ ] Crawl [ ] Pier [ ] Slab

**Garage:** [ ] Attached [ ] Detached

**Utilities:** [ ] Electric [ ] Gas [ ] Other \_\_\_\_\_

**Deck/Porch** [ ] Open [ ] Covered [ ] Enclosed [ ] Screened [ ] Other \_\_\_\_\_

**Type of Heating and Fuel:** \_\_\_\_\_

**Two sets of Drawings** – May require NYS Licensed Engineer or Architects stamp

**Contractors Material List**

**Septic Design:** \_\_\_\_\_

**Additional Requirements:**

**Note: failure to provide required information will delay permit issuance.**

If you are building a new structure, a major addition or a major renovation:

1. **Must provide** current **2020 Energy Code of NYS** Compliance- RESCHECK or COMCHECK documentation.
2. If new construction OR renovation exceeding \$20,000 this may require NYS Registered Engineer or Architect stamped plans to include, but not limited to: foundation type, framing type, all building systems including heating, electrical and plumbing, total square footage, number of baths, number of stories, insulation, length and width, elevations, etc. Must include a statement on plans that "ALL work will comply with the **2020 Building codes of NYS, 2020 ECCC of NYS 2** (two) stamped copies provided to this office.
3. If a new addition increases the TOTAL square footage of an existing structure to exceed 1500 Sq. ft. you need to supply 2 copies of the Engineers or Architect's stamped plans. See details above.
4. Architect/Engineer Name: \_\_\_\_\_ Phone number: \_\_\_\_\_
5. **Must include** a copy of tax map or survey showing location of all structures on lot with all setbacks clearly identified, location of on-site wastewater disposal systems, water wells, and names of all adjoining property owners.
6. Wastewater Systems for New Dwellings require prior design approval by Schuylar County Watershed Protection Agency .....607-535-6868

**If performing a renovation or alteration:** where the aggregate square footage does not exceed 1500 square foot and the total value of new work is less than \$20,000, you need to supply 2(two) sets of scaled drawings, showing area of work and type of work, IE: size and location of joists, studs, rafters, type of construction, depth of footers, location of electric service, windows, doors, piping, fire exits, location of wastewater disposal system, insulation and all required Code Compliant Information.

**Additional information required for Manufactured Home:**

1. All manufactured homes must have an Installers Warranty Seal placed on the inside of the master bedroom closet. A building permit will not be issued without knowing that the installer is certified to affix such a seal. Please provide a copy of the Installers Certification from NYS Dept. of State.
2. Must provide 2(two) copies of the Engineer's STAMPED plans for the foundation system.
3. Must include all information from HUD Number Plate and the Manufacture Name & Serial Number of each section of home, along with Make, Model, and year of home.
4. Must include a copy of Tax Map or survey showing location of all structures on the lot with set-backs clearly identified, location of septic system, electric service, water well, and names of all adjoining property owners.

**If doing any gas piping or electrical work** – these will need to be inspected by Approved Inspectors ONLY. For gas piping inspections – check with NYSEG or a LP supplier for approved inspectors. You need to supply a copy of their inspection report after installation to the Building Inspector. They may charge for these inspections and those fees are your responsibility.

**If you will be doing ANY excavating or digging for your project** – Call 1-800-962-7962 at least 3 (three) days in advance of beginning work. Penalties up to \$7,500 PLUS cost of repairing underground lines if you do not!

**Requirements for:**

1. **Change of use of Land or Structure:**

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

2. **Sprinkler or Alarm System:** You must provide a copy of Manufacturer Documentation to Building Inspector along with lay-out of system. Installers MUST SUPPLY copy of their License to Building Inspector.
3. **Solid Fuel Burning Device:** [  Wood [  Pellet [  Coal [  Corn [  Outdoor unit [  Other \_\_\_\_\_  
Include copy of venting requirements and unit specifications from manufacturer's instructions and copy of sales order or receipt with application.
4. **New or modified On-site Wastewater Disposal Systems (Septic) may be regulated by SCWPA or NYS Dept. of Health. As such, may require design approval by a NYS registered Engineer or Architect.**
5. **ALL POOLS** or hot-tubs capable of holding 24" or more of water **MUST HAVE** an alarm and be surrounded by a barrier a minimum of 48" tall with self-closing gate, or shall be enclosed within structure. The barrier must completely surround the swimming pool and must obstruct access to the swimming pool. The barrier must be at least 4 feet (48 inches) high. The space between the bottom of the barrier and the ground cannot exceed 2 inches. In the case of an above-ground pool, the barrier may be at ground level or mounted on top of the pool structure; however, if the barrier is mounted on top of the pool structure, the space between the top of the pool structure and the bottom of the barrier cannot exceed 4 inches. Any opening in the barrier must be small enough to prevent the passage of a 4-inch diameter sphere through the opening. All gates shall be securely locked with a key, combination or other childproof lock sufficient to prevent access to the swimming pool through such gate when the swimming pool is not in use or supervised. Every swimming pool that is installed, constructed, or substantially modified after December 14, 2006 must be equipped with an approved pool alarm.
6. **DEMOLITION** – You must supply a copy of the Asbestos Survey, as required in Code Rule 56 if you hire ANY employees or Contractors to perform any of the demolition work OR before the Fire Department may burn the structure. Code Rule 56 does not apply to owner-occupied single family dwellings where owners perform the work themselves.
7. **LEAD PAINT HAZARD:** Contractors performing renovation, repair and painting projects that disturb lead – based paint on any structure built before 1978 must be certified and must follow specific work practices to prevent lead contamination. Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead –based paint, which can be harmful to adults and children. To prevent against this risk, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning for major repair or maintenance activities.  
Minor repair and maintenance activities are those activities, including minor heating, ventilation or air conditioning work, electrical work, and plumbing, that disrupt 6 square feet or less of painted surface per room for interior activities or 20 square feet or less of painted surface for exterior.

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1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances of the Town of Reading, and all other applicable codes, rules or regulations.
2. *It is the owner's responsibility to contact the Code Enforcement Office at 607-535-7459 ext.102 or 607-703-9191 at least 48 hours before the owner wishes to have an inspection conducted.* More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (ie: electrical work later covered by a wall). **Do not proceed to the next step of construction if "internal work" has not been inspected.** Otherwise, work may need to be removed at the owners or contractors expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. **OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK RELATED VIOLATIONS WHICH ARE READILY DISCERNABLE FROM SUCH INSPECTION(S).**
4. New York State Law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. **Permit** will not be issued unless currently valid Worker's Compensation and Disability Insurance certificates are attached to this application. **Accord forms are not acceptable proof** of Worker's Compensation. If a contractor believes he/she is exempt from the requirement to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form CE-200 obtained from N.Y. S. Worker's Compensation Board on-line (on a computer) and provide a copy to this office.
5. If a Certificate of Occupancy is required, the structure shall NOT be occupied until said certificate has been issued.
6. Work undertaken pursuant to this permit is conditional upon and subject to any state and federal regulations relating to asbestos material. See attached page #4 Item 6.
7. This permit does not include any privilege of encroachment in, over, under, or up on any right of way.
8. The Building Permit must be displayed so as to be visible from the street nearest to the site of the work being conducted.
9. This building permit is **valid for one year** from date of issue. Contact the Code Enforcement Office prior to the expiration date to discuss need and validity of possible extension. **Work must commence within 6 (six) months of the date of issue on this building permit.**
10. **Failure to schedule the final inspection will result in additional fees of \$150.00 or 1% of project cost whichever is greater.**

I; \_\_\_\_\_, the above named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under penalty of perjury that all statements made by me on this application are true.

(Signature) \_\_\_\_\_ Date \_\_\_\_\_