



Town of Denning - Ulster County N.Y.12725

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BUILDING PERMIT INSTRUCTIONS

Attached is the building permit application you requested. The owner or its agent of the property must sign all applications. We suggest that the owner read these instructions being completed.

1. No work is to be commenced until a septic approval and building permit has been issued.
2. Building permit posting notice **MUST** be displayed on building site and a copy of the required inspections is to be available for initialing by the inspector. We suggest a plastic envelope be inserted under the posted building permit.
3. When an inspection is required, notify the Code Enforcement Officer.

WE MUST HAVE 72 HOURS NOTICE. Phone 845 254 4340

NO BUILDING PERMIT WILL BE ISSUED UNTIL ALL REQUIREMENTS LISTED BELOW HAVE BEEN FILLED.

4. Items to be submitted with Application.

- d. Complete permit application with good direction to the job site 911 or fire # or other direction.
- b. Appropriate fee. **(Check made out to the Town of Denning)**
- c. A Certificate of Insurance for Workman's Compensation and Disability must be attached to application Form # WC/DB 100 or C-105.2. The old ACORD forms are not acceptable.
How to obtain the new forms: your licensed agents are authorized to issue the C-105.2 form.
And the WC/DB 100 form will be attached to the building permit application.
- d. Septic approval if needed.
- e. A plot plan.
- f. Flood zone permit if needed.

For Alterations, Site Build Dwellings and For Commercial (Including Shells)

Two (2) copies of plans and specifications including Floor plan and list of Material being used. Also cross-section of the foundation bolts and footings for deck posts. A separate insulation schedule will be required unless this information is adequately shown on plans. All plans and specifications shall be in accordance with the State Education Law, Section 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except residential buildings under 1500 square feet of living area, or to alterations costing under \$20,000. The authority conferred by such permit may be limited by conditions. Shall be submitted to the Code Enforcement Officer, one copy will be marked accepted and returned. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the specification and requirements of the Uniform Building Code. All plans and shall be in accordance with the State Education Law.

Accessory Building. You must submit a complete set of plans and specification of proposed building or a sketch acceptable to the Code Enforcement Officer.

Factory Manufactured Housing Required Documentation for Permits:

***For Modular Homes, Doublewide or Mobil Home.** A set of manufacturer's plans and H.U.D. specifications must be submitted including floor plans. It must include the model and the N.Y.S. approval number from the State Fire Prevention & Building Code Council. Be sure to complete the back of the application. Please attach consumer Manuel manufacturer's specification and serial number.

BUILDING PERMIT INSTRUCTIONS (continued)

1) An Energy Modification **Approval Letter or Extension Letter**, a MECcheck or other compliance method prescribed by ECCCNY Section 104, and all other information required to demonstrate compliance with the *Energy Conservation Construction Code of New York State - 2002 Edition*.

FOR ANY OVERSIZED MOBILE HOME, DOUBLEWIDE OR MODULAR YOU MUST NOTIFY THE HIGHWAY SUPERINTENDENT 48 HOURS BEFORE DELIVERY

5. The applicant shall notify the Code Enforcement Officer of any changes in the information contained in the application during the period for which the permit is in effect.

6. A building permit shall expire, one year from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy), whichever comes first. The permit may, upon written request, be renewed for successive one year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made, (2) the relevant information on the application is up-to-date; and (3) the renewal fee is paid.

7. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.

Before occupying any building a Certificate of Compliance or Certificate of Occupancy has to be obtained.

Listings of Proposed Work, Construction and Occupancy Classification for use in item 7 of Application (see Chapter 3 & 6 of BCoNYS or Parts 701&704 of the Uniform Code)

A. Nature of Proposed Work

New Building
Addition
Alteration Exterior
Alteration Interior
Change of use
Relocation
Demolition
New Oil / Gas Burner, Wood Stove or Fireplace

B. Construction Class

Type 1 - Fire Resistive
Type I and II Type 2 - Noncombustible
Type III Type 4 - Ordinary
Type IV or Type 3 - Heavy Timber
Type V or Type 5 - Frame

C. Occupancy or Use Classification

Group A-1 thru A-5 Assembly
Group B Business
Group E Educational
Group F-1 thru F-2 Industrial
Group H-1 thru H-4 High Hazard
Group I-1 thru I-4 or C6 Institutional
Group M Mercantile
Group R-1 Multiple-Dwelling Hotel/Motel
Group R-2 Multiple-Dwelling Apartments
Group R-3 A1 One-Family and A2 Two-Families Dwelling, Adult Residence
Group R-4 Multiple-Dwelling Senior Citizen
Group S-1 thru S-2 Storage
Group U Miscellaneous