



# ***Town of Hardenburgh***

## ***Ulster County N.Y.12406***

***Supervisor***  
***Jerry Fairbairn***  
***(845) 586-3135***

***Town Clerk***  
***Wendy Buerge***  
***(845) 586-3135***  
***FAX (845) 586-3135***

***C.E.O./Z.E.O***  
***Karl von Hassel***  
***(845) 254-4340***  
***Fax (845)254-6005***

### **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.)** 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 that the Building Permit be placed in a plastic envelop before posting.
- 2.)** When an inspection is required, notify the Code Enforcement Officer. We must have 72 hours' notice phone (845) 254-4340
- 3.) If construction is started prior to obtaining a building permit, all fees will be doubled.**

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

#### **4.) Items to be submitted with Application.**

- a. Complete permit application with good direction to the job site 911# or other direction.
- b. Appropriate fee. **(Check made out to the Town of Hardenburgh)**
- c. A Certificate of Insurance for Workman's Compensation and Disability must be attached to application Form # CE-200 or DB-120.1 or DB-155. ***The old ACORD forms are not acceptable.***  
How to obtain the new forms: online [www.wcb.state.ny.us](http://www.wcb.state.ny.us) or any Workers Compensation Board district Office Albany 518 486-3349. And the forms shall be attached to the building permit application.
- d. Septic approval if needed. e. Truss Form f. A plot plan. g. Flood zone permit if needed.

#### **5.) For Alterations, Site Build Dwellings, Accessory Building and For Commercial (Including Shells)**

Two (2) copies of plans and specifications including Floor plan. A separate insulation schedule will be required REScheck 4.7.1 and Commercial COMcheck 4.1.4 and all other information required to demonstrate compliance with the NYSBC 2020.

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 alterations costing under \$10,000. The authority conferred by such permit may be limited by conditions. As per NYS Industrial Code Rule 56, an asbestos survey is required for all renovation, remodeling, repair and demolition of all interior and exterior building materials. Which were constructed prior to 1974, are subject to surveys/inspection for asbestos, prior to commencement of construction or demolition work.

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 shall be in accordance with the State Education Law.

**6.) Required Documentation for Permits: Factory Manufactured Housing Single wide or Double wide.**

1.) Please attach up to date Manufacture’s Installation Manual. 2.) Manufacture serial #, Model # and home build date 3.) Installer Certification # and Seller Certification # 4.) Foundations or Slap design by a NY State registered Engineer professional must be approved by the home’s manufacturer

**FOR MANUFACTURED HOME OR MODULAR HOME YOU MUST NOTIFY THE CODE ENFORCEMENT OFFICIAL and HIGHWAY SUPERINTENDENT 48 HOURS BEFORE DELIVERY**

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.

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.

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 a C/O or C/C can be Issued for a Modular Homes and stick build Homes a Documentation of the ACH 50 test result is needed.**

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

**Listings of Proposed Work,  
A. Nature of Proposed Work**

**New Building  
Addition  
Alteration Exterior or Interior  
Storage Shed  
Change of use  
Relocation of Structures  
New Oil / Gas Burner, Wood Stove, Fireplace or Generac Generator**

**Double Wide  
Modular Home  
Garages, Carport  
Swimming Pool  
Demolition**

**B. Construction Class**  
Type I - Fire Resitive  
Type II - Noncombustible  
*Type II - Noncombustible*  
Type III - Ordinary  
Type IV - Heavy Timber  
Type V – Frame

**C. Occupancy or Use Classification**  
Group A-1 Theaters  
Group A-2 Bars  
Group A-3 Community Hall  
Group A-4 Arenas  
Group A-5 Stadiums  
Group B Banks  
Group E Day Care  
Group F1 – F2 Factory  
Group H high hazard  
Group R-1 Multiple-Dwelling Hotel/Motel  
Group R-2 Multiple-Dwelling Apartments  
Group R-3 One-Family and Two-Families  
Group R-4 Multiple-Dwelling Senior Citizen  
Group F-1 thru F-2 Industrial  
Group H-1 thru H-4 High Hazard

Group I-1 thru I-4  
Group S-1 thru S-2 Storage  
Group U Miscellaneous

1/21



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### **Town of Hardenburgh BUILDING PERMIT APPLICATION FORM**

#### **FOR OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Building Permit # \_\_\_\_\_

Reason for Refusal: Article: \_\_\_\_\_ Section: \_\_\_\_\_ Part: \_\_\_\_\_ Fee \$ \_\_\_\_\_

Culvert: Yes No Size Quantity: \_\_\_\_\_ Bldg. Style: \_\_\_\_\_ Structure Code: \_\_\_\_\_

Date \_\_\_\_\_ Tax Map # \_\_\_\_\_

1.) Permit Applicant:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail \_\_\_\_\_

2.) Name & Address of Owner (if different from applicant :)  
\_\_\_\_\_  
Phone: \_\_\_\_\_

3.) Location of Property:  
Street: \_\_\_\_\_ 911 # \_\_\_\_\_

4.) Architect or Engineer of Record:  
Name: \_\_\_\_\_ Phone # \_\_\_\_\_

5.) Contractor:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_

**Town of Hardenburgh Building Permit Application Form[cont.]**

Insurance: Workman Comp. Secured by Contractor Yes( ) No ( ) N/A ( )  
Disability Benefits Secured by Contractor Yes( ) No ( ) N/A ( )  
Certificate of Insurance Attached: Yes( ) No ( ) N/A ( )

6.) Estimated Cost [Including labor] \$ \_\_\_\_\_ Lot Size: Acres \_\_\_\_\_ Max. Height \_\_\_\_\_

Proposed use and or Existing use: \_\_\_\_\_

7.) Proposed Work, Construction and Occupancy Classification [see attachment on page 2]

A. Nature of Work \_\_\_\_\_

Construction Classification \_\_\_\_\_ Occupancy or use Classification \_\_\_\_\_

Building size \_\_\_\_\_ No of Bedrooms \_\_\_ Square footage 1<sup>st</sup> floor \_\_\_\_\_ 2<sup>nd</sup> floor \_\_\_\_\_

Basement size \_\_\_\_\_ Type of footing \_\_\_\_\_ Type of Foundation \_\_\_\_\_

8.) Site Information \_\_\_\_\_

A. Fire Limits: Is site within established Fire Limits \_\_\_\_\_

B. Flood plain: Is the site within a flood plain \_\_\_\_\_

C. Water Supply: \_\_\_\_\_

D. Sewage Disposal System \_\_\_\_\_

10.) Setbacks Front 25 feet side 25 feet rear 50 feet

11.) Setbacks Front \_\_\_\_\_ feet side \_\_\_\_\_ feet rear \_\_\_\_\_ feet

12.) Double / single wide Home only: Manufacturer's Specification attached Yes [ ]

13.) Serial # \_\_\_\_\_ Model# \_\_\_\_\_

14.) HUD # \_\_\_\_\_ Year \_\_\_\_\_

The undersigned hereby makes application for a **Building Permit** pursuant to those provisions of the Code of the Town of Hardenburgh, Ulster County, the State of New York, and agrees to comply with said ordinance and all other laws, regulations, and requirements of the Town of Hardenburgh and the State of New York, and agrees to permit the Town of Hardenburgh Code Enforcement Officer or his agent to enter upon the premises without a warrant, for the purpose of inspection.

**10.) FOR ANY MANUFACTURED HOME OR MODULAR HOME YOU MUST NOTIFY HIGHWAY SUPERINTENDENT 48 HOURS BEFORE DELIVERY**

**Must apply for a Certificate of Compliance or Certificate Occupancy upon completion**

\_\_\_\_\_  
Signature of Applicant.

\_\_\_\_\_  
Date



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**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,  
PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN  
RESIDENTIAL STRUCTURES**  
(In accordance with Title 19 NYCRR PART 1265)

**Owner Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Tax Map #:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**PLEASE TAKE NOTICE THAT (check each 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 each applicable line):**

- Floor Framing, Including Girders and Beams (F)     Roof Framing (R)     Floor Framing and Roof Framing (FR)

Sign/symbol will be placed ( ) on or near outdoor electric meter box ( ) other location (specify)

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I certify that the statements herein are true to the best of my knowledge and belief.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**CAPACITY (Check One):**

Owner

Owner's Representative

## **PLOT PLAN**

Show location of proposed building and distances to all property lines. Portion of building facing the road shall be the front.

# APPLICATION FOR SITE PLAN REVIEW

## Town of Hardenburgh

Owner: \_\_\_\_\_

Plans drawn by: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

New building Yes  No

Exterior addition Yes  No

Site change Yes  No

Proposed use of site: \_\_\_\_\_

\_\_\_\_\_

Site location: \_\_\_\_\_

Setbacks Front \_\_\_\_\_ feet side \_\_\_\_\_ feet rear \_\_\_\_\_ feet

Tax map description:

Map # \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Acreage \_\_\_\_\_

Permits needed:

Federal Yes  No  State Yes  No  County Yes  No  Local Yes  No  DEP. Yes  No  Flood plain Develop. Yes  No

Anticipated construction time: \_\_\_\_\_

Will construction/development be staged Yes  No

Anticipated increase in bedrooms: \_\_\_\_\_

Anticipated future improvements: \_\_\_\_\_

\_\_\_\_\_

Is site compatible with neighboring uses? \_\_\_\_\_

Date submitted to Zoning Board: \_\_\_\_\_

**Statement of Compliance**

I agree to comply with the regulation stated in the Town of Hardenburg Zoning Law in all future addition, improvements and changes to my property.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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**Information of Septic System**

No Building Permit will be Issued until this completed form is submitted to the Code Enforcement Officer

Effective May 1 1997 the New York City Bureau of Water Supply has adopted new regulation concerning septic System. Two deep test pits and percolation test are required to assure that a safe system can be installed. In some cases an alternative system may be required.

The Town of Hardenburgh will not issue any Certificate of Occupancy until it has received an acceptable septic report from the Bureau of Water Supply, regardless of the fact that a building permit was issued.

It is strongly recommended that you contact the NYCDEP - Engineering Section P. O. Box 370 Shokan NY 12481 or telephone (845) 657-6972 before starting construction.

Name & Address of Owner:

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

Tax Map #

Signature of Owner:

Sworn to me before:



This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

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Consent to inspect Premises

The applicant hereby consents to the Code Enforcement Officer, or his duly authorized Agent  
To enter the premises for any reasons connected with the building permit

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

***Sworn to me before:***

***This \_\_\_\_\_ day of \_\_\_\_\_***

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

# Must apply for a Certificate of Compliance or Certificate Occupancy upon completion Town of Hardenburgh Contact Persons

Town Clerk.

***Wendy Buerge***

51 Rider Hollow Rd  
Arkville NY 12406  
(845) 586-3135  
FAX(845) 586-3135

Supervisor.

***Jerry Fairbairn***

51 Rider Hollow Rd  
Arkville NY 12406  
(845) 586 3135

Fees to be sent with application to Code Enforcement Officer

CEO/ZEO/Flood Plain Manager

Karl Von Hassel  
524 County Hwy 3  
Halcott Center.N.Y.12430  
(845)254-4340  
Fax: (845)254-6005  
Cell (845) 332-3223  
E-Mail [hund65@gmail.com](mailto:hund65@gmail.com)

ZBA appeal

Debra Storm  
Todd Mtn. Rd  
Arkville NY 12406  
845-586-2610

Planning Board.

William Scholl  
Dry Brook Rd  
Arkville NY 12406  
845-586-4056

Town Board

Electrical Inspectors.

Malcolm Fairlie [845] 254-4290  
Common Wealth Inspection (845) 586-2430  
Fax (845) 586-1629  
John Hamilton 845 549 0708 or (845) 496-4443  
Tri County Todd Klikus 570-729-7643  
Chris Peone 845 853-3202  
E-Mail [cpeonesystems@gmail.com](mailto:cpeonesystems@gmail.com)  
Frank Schmaus 845-733-4926  
Cell 845-800-6909 E-Mail [sgsfxs@hotmail.com](mailto:sgsfxs@hotmail.com)  
Z3 Consultants, Inc. PO Box 363, Lagrangeville, NY 12540  
[accounting@z3consultants.com](mailto:accounting@z3consultants.com)  
Phone: 845-471-9370, 845-345-9843 Fax: 845-625-1479  
Viny Ambrosio & Al Shauger  
Office - 845-544-2180 Fax- 845-544-7257

Blower Door Contact

John Moore  
845 256-0019  
[jmoore@globaldwellinginsulation.com](mailto:jmoore@globaldwellinginsulation.com)

Email: [Theoffice@tristateinspec.com](mailto:Theoffice@tristateinspec.com)