

**TOWN OF NEW BALTIMORE BUILDING DEPARTMENT**

**=TO HELP YOU COMPLETE YOUR PERMIT APPLICATION =**

Town Website: info@townofnewbaltimore.org

Town Hall hours: Monday through Friday, 9:00am-4:00pm

|                                  |         |          |
|----------------------------------|---------|----------|
| Robert Foley, Building Inspector | Cell    | 320-0612 |
|                                  | Machine | 756-9497 |

The Town of New Baltimore Building Department requires the following items to be received and reviewed by the Building Inspector in order to issue a building permit:

- 1) permit application
- 2) 2 sets stamped plans
- 3) for all septic systems: professionally-engineered plans
- 3) Workers' Compensation certification (or certification that Workers' Comp and Disability Benefits are not required)
- 4) Certificate of Liability Insurance, if required
- 5) Check or cash for appropriate fee (see Fee Schedule Oct.9, 2006) made payable to "New Baltimore Town Clerk"
- 6) Evidence of ownership of property – i.e. parcel id number.
- \*7) Highway/Excavating Permit for culvert/driveway is available from the Town Clerk
- \*8) For tax/assessment estimate call Assessor Gordon Bennett at 756-7888.

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|                                  |                              |          |
|----------------------------------|------------------------------|----------|
| Janet Brooks, Town Clerk         | clerk@townofnewbaltimore.org | 756-6671 |
| Claudia Kuder, Deputy Town Clerk | fax                          | 756-8880 |

|   |                                 |          |
|---|---------------------------------|----------|
| Marjorie Loux, Planning and Zoning Clerk, Deputy Town Clerk | planning@townofnewbaltimore.org | 756-6671 |
|---|---------------------------------|----------|

**COUNTY OF GREENE  
TOWN OF NEW BALTIMORE  
RESOLUTION  
OCTOBER 9, 2006**

**RESOLUTION TO REVISE TOWN FEE SCHEDULE**

RESOLVED, that the Town Board does hereby revise the Fee Schedule adopted on April 10, 2001, as last revised on March 14, 2005 and hereby adopts the following fee schedule:

**BUILDING FEES**

|  |  |
|--|--|
| One and Two Family Homes (new homes and additions) | \$25 per 100 sq. ft. floor area  |
| Non residential or Combined Use                    | \$35 per 100 sq. ft. floor area  |
| Utilities (permitted towers, substations, etc.)    | \$1,500 up to 3,000 sq. ft<br>\$35 per 100 sq. ft. over<br>3,000 sq. ft. |
| Renovations (where building permit is required)    | \$150  |
| Garages  | \$20 per 100 sq. ft. floor area  |
| Decks and Porches                                  | \$75   |
| Chimneys, Wood Stoves and Gas Heaters              | \$40   |
| Mobile Homes – Single                              | \$150  |
| Mobile Homes – Double Wide                         | \$225  |
| Demolition Permits                                 | \$75   |
| Swimming Pools - Above Ground                      | \$60   |
| Swimming Pools – In Ground                         | \$100  |

**SEWAGE DISPOSAL FEES**

|  |        |
|--|--------|
| Septic Systems – New<br>(Professional Engineering Perc Test and Design Required<br>by New York State Department of Health) | No Fee |
| Septic System Replacement or Repair  | \$40   |
| Sewer Hookup to Town Sewer District:   |        |
| Hookup and Inspection  | \$75   |
| Fitting (if needed)  | \$30   |

**EXCAVATION FEES**

|   |       |
|---|-------|
| Culverts Under Driveways (Highway Dept. Inspection) | \$35  |
| Culverts Across Roads (Highway Dept. Inspection)    | \$100 |

## **ZONING AND PLANNING FEES**

|   |  |
|---|--|
| Special Use Permit or Variance – Non-Commercial | \$40   |
| Special Use Permit or Variance – Commercial Use | \$200  |
| Site Plan Review                                | \$100  |
| Subdivision Application – Minor Subdivision     | \$30 per lot   |
| Subdivision Application – Major Subdivisions    | \$100 plus \$30 per lot<br>for initial application;<br>\$50 plus \$10 per lot<br>for Final Plat approval |

## **MISCELLANEOUS FEES**

|   |  |
|---|--|
| Building Permit Renewal                         | ½ original permit cost   |
| Temporary Certificate of Occupancy              | \$10   |
| Certificate of Occupancy Search/Prior to Zoning | \$15   |
| Certified Copies/Genealogy Searches             | \$10   |
| Photocopies                                     | \$.25/page   |
| Park Usage (day usage)                          | \$25 plus a refundable<br>\$25 deposit that is<br>returned to applicant<br>if park is left in good<br>condition following<br>inspection) |
| Festivals or Public Gatherings                  | \$5  |
| Beer Permit                                     | \$20   |
| Dog Licenses                                    | \$15.50 and \$7.50   |
| Signs subject to Sign Ordinance                 | \$10   |
| Billboards                                      | \$50   |

**TOWN OF NEW BALTIMORE**  
3809 COUNTY ROUTE 51  
HANNACROIX, NY 12087

**BUILDING DEPARTMENT**  
**CONSTRUCTION DETAILS FOR ADDITIONS AND DWELLINGS**

**Foundation:** Size of footings—minimum 8”x16”—2 rows of #4 steel.

Re-bar in all footings; footings placed on rock formations will require ½” steel dowels at 6’ intervals.

Minimum concrete to be used for footings—2500 lb. p.s.i. and 28-day strength.

All block joints not covered by cement parging to be struck with Block Jointer.

All blocks or concrete below grade will be waterproofed to the specifications of Town Building Inspector.

All masonry walls to be reinforced with Dur-o-Wall at least every third course, more as conditions may warrant.

All concrete slabs shall have minimum thickness of 4” and be reinforced with steel mesh with steel trowel finish, plus 4 to 6 mil vapor barrier placed under all concrete slabs.

Concrete for slab to be minimum of 3000 lb p.s.i. and 28-day strength.

All foundations to have minimum of 18” anchor bolts set at not more than 6’ intervals.

All vents, windows, girder supports, insulation, and footing drains to be shown on plans.

All foundations to have footing drains with minimum 4” PVC pipe with fittings at corners and angles with minimum 12” crushed stone or approved equal.

All footings or slabs are to be placed on original ground, not on fill material.

**\*Before any concrete is poured in any forms, inspection is required by the Building Department, with a minimum of 48 hours notice to the Department (Bob Foley 320-0612).**

**Masonry:** All masonry chimneys, fireplaces, wood, gas, coal or pellet stove installations to be shown in detail shall conform to all requirements of New York State Uniform Fire Prevention & Building Code and NFPA 211. All appliances to be UL listed.

**Framing:** Size of girder, floor timbers, placement of bridging and size to be shown, floor sheathing, window lintels, studs, plates, ceiling timbers, rafters or trusses, roof sheathing, type of roofing.

All floor loads, roof loads to be shown.

All structural lumber to meet load requirements of State Code and to be specified on plan.

All plywood or equal to be stamped with approval.

All trusses to be certified by supplier to conform to State Code.

All fire stopping and location of and type of material to be shown.

Inspection of framing by Building Inspector is required with 48 hours notice by phone.

**Insulation:** All insulation to be shown in conformance with New York State Energy Code plus type of vents, roof, soffits, etc.

**Interior:** Door details and sizes, window details and sizes showing second means of egress to conform to NYS Code requirements—minimum opening 18” with total of 4 sq ft. Stair details: height of risers, tread depth and size, railing height.

**Plumbing:** Number of fixture units, size of drains, location and size of vent pipes, type of material for hot and cold water supply, location of house trap.

**Electric:** Place on separate sheet the location of all electric outlets, etc.

**Heating:** Type of heat, location of ducts, baseboard rads, electric baseboard, furnace, type of fuel, location of supply; type of chimney for furnace, if used. All equipment to be UL listed. Location of smoke detectors.

**Porches and Decks:** Show footing size, timber size; details of railings and steps with railings.

**Garages:** All garages attached to main house to have minimum 5/8" fire rated sheet rock on walls and ceilings, plus 1-hour fire-rated door with self-closure located between garage and house.

**NOTE #1:***All plans to be stamped by architect or engineer licensed by the State of New York.*

**NOTE #2:***After plans are approved by the Building Department any changes must be approved by the Building Department and an architect or engineer. Before a Certificate of Occupancy is issued, final "As-Built" plans must be filed with the Town of New Baltimore Building Department.*

**NOTE #3:***All dwelling, additions and areas of habitable space must conform to the New York State Energy Conservation Construction Code.*

**NOTE #4:***If contractor or owner fails to request required inspections of the Building Department (for, pre-pour, footing drains, foundation waterproofing, framing, plumbing, insulation, chimney, fireplace and final) a Certificate of Occupancy might not be issued.*

07/29/06

**TOWN OF NEW BALTIMORE**  
3809 COUNTY ROUTE 51  
HANNACROIX, NY 12087

Fee paid \_\_\_\_\_

Permit # \_\_\_\_\_

Date \_\_\_\_\_

**APPLICATION FOR A BUILDING PERMIT-Page 1**

\* Please print. \*An incomplete application may delay the timely issuance of your permit. Enter "N/A" if a section is not applicable.

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**PART 1: GENERAL INFORMATION**

**1. Project location**

Number and street address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

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

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

**2. Owner identification**

Owner name/s \_\_\_\_\_

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

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

Phone number(s): \_\_\_\_\_

**3. Type of Construction or Improvement**

New Building-proposed use is \_\_\_\_\_

Conversion- current use is \_\_\_\_\_ Proposed use is \_\_\_\_\_

Addition       Alteration       Repair/Replacement       Septic

Relocation       Demolition       Misc Structure \_\_\_\_\_

**4. Description of Project**

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

**5. Estimated project cost**

Contractor estimate for the work to be performed \$ \_\_\_\_\_

And/or

Estimate for the work to be performed by homeowner \$ \_\_\_\_\_

**--Continue on page 2 ----- Do not write below this line**

Date recd \_\_/\_\_/\_\_ Recd by \_\_\_\_\_ Fwd to \_\_\_\_\_

Special approval needed by: \_\_ Zoning Board of Appeals \_\_ Planning Board

\_\_(Other) \_\_\_\_\_

**Town of New Baltimore**  
**APPLICATION FOR A BUILDING PERMIT-PAGE 2**

**PART 2: DESIGNERS AND CONTRACTORS**

1. **Architect/Engineer** name \_\_\_\_\_  
address \_\_\_\_\_  
city, state, zip \_\_\_\_\_  
phone(s) \_\_\_\_\_
2. **General Contractor** name \_\_\_\_\_  
phone(s) \_\_\_\_\_
3. **Electrical Contractor** name \_\_\_\_\_  
phone(s) \_\_\_\_\_
4. **Plumbing Contractor** name \_\_\_\_\_  
phone(s) \_\_\_\_\_
5. **Mechanical Contractor** name \_\_\_\_\_  
phone(s) \_\_\_\_\_
6. \_\_\_\_\_ **Contractor** name \_\_\_\_\_  
phone(s) \_\_\_\_\_
- 

**PART 3: PROJECT LOCATION AND DETAILS**

\*Be sure to **attach** sketch or plot plan.

**A sketch of the work to be performed must be part of this application. It must include:**

1. location of the proposed structure or addition showing the number or stories and exterior dimensions
2. distance of the proposal from all lot lines
3. distance of the proposal from any structure including neighboring structures
4. depth of the proposed foundation or footers
5. maximum percentage of the lot to be covered by building(s)
6. addition will be used as  family room;  living room;  kitchen;  den;  bedroom;  1/2 bath;  full bath;  other \_\_\_\_\_
7. **basement:**  full;  partial;  crawlspace;  pier;  slab
8. **garage:**  attached;  detached
9. **utilities:**  electric;  gas;  other \_\_\_\_\_
10. **deck/porch:**  open;  covered;  enclosed;  screened;  other \_\_\_\_\_

**Town of New Baltimore**  
**APPLICATION FOR A BUILDING PERMIT-PAGE 3**  
**Read before signing at bottom.**

1. Work conducted pursuant to a building permit **must be visually inspected** by the Building Inspector, and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of the Town of New Baltimore, and all other applicable codes, rules or regulations.
2. It is the **owner/s responsibility to contact the Building Inspector** at 320-0612 at least 48 hours before the owner/s wish to have an inspection conducted. More than one inspection may be necessary, especially for internal work that will eventually be covered over (i.e. electrical covered by drywall). **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH INTERNAL WORK HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner/s or contractor/s expense to conduct the interior inspection. Close coordination with the Building Inspector will greatly reduce this possibility.
3. **Owner/s hereby agrees to allow the Building Inspector to inspect** the sufficiency of the work being done pursuant to this permit, provided that such inspection/s is/are limited to the work being conducted pursuant to this permit and any other non-work-related violations that are readily discernible from such inspection/s.
4. New York State **law requires contractors to maintain Workers' Compensation and Disability Insurance for their employees.** No permit will be issued unless currently valid Workers' Compensation and Disability Insurance certificates are attached to this application or are on file with the Building Inspector/Town Clerk. If a contractor believes s/he is exempt from the requirements to provide Workers' Compensation and/or Disability Benefits, the contractor must complete form C-105.21, attached.
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 conditioned upon and subject to any state and federal **regulations relating to asbestos** material.
7. This permit **does not include any privilege of encroachment** in, over, under, or upon any city street or right-of-way.
8. The **building permit card must be displayed** so as to be visible from the street nearest to the site of the work being conducted.

I, **(print name)** \_\_\_\_\_, the above-named applicant, hereby attest that I am the lawful owner of the property described and am in possession of a deed to that property that is recorded in the County Clerk's Office, OR I am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Town of New Baltimore**  
**APPLICATION FOR A BUILDING PERMIT-PAGE 4**

**AFFIDAVIT THAT WORKERS' COMPENSATION AND DISABILITY BENEFITS COVERAGE ARE NOT REQUIRED**

STATE OF NEW YORK     )  
COUNTY OF \_\_\_\_\_)ss:

\_\_\_\_\_, being duly sworn, deposes and says:

(printed applicant name)

I reside at \_\_\_\_\_ and (circle # 1 or 2):

**1. I have engaged** (contractor name) \_\_\_\_\_ with offices at (street address) \_\_\_\_\_ to construct (type of building work) \_\_\_\_\_ at (site address) \_\_\_\_\_ that requires the issuance of a building permit pursuant to the New York State Uniform Fire Prevention and Building Code. Said **contractor has advised me that NO Workers' Compensation Insurance or Disability Benefits Insurance is required** because s/he is an individual owner or partner with **no employees** and is **not a corporation**.

**OR**

**2. I have not engaged an employer or any employees** as those terms are defined in Section 2 of the Workers' Compensation Law to perform the work relating to the requested Building Permit as,

a. I will be doing the work personally without employing any employees, **OR**

b. The work will be performed for me by \_\_\_\_\_ who **will not receive any compensation** from me for performing this work.

I make this Affidavit knowing that it will be relied upon by the Building Inspector in insuring compliance with Section 125 of the General Municipal Law of the State of New York. I understand that making a false statement under oath is perjury for which I may be prosecuted.

Sworn to before me this \_\_\_\_ day

Signature \_\_\_\_\_

of \_\_\_\_\_, 20 \_\_\_\_

-----  
Notary Public

My commission expires \_\_\_\_\_, 20 \_\_\_\_

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Town of New Baltimore

**Effective Immediately**

12/30/2005

The NYS Department of Health regulations require all Septic Disposal Systems to be professionally engineered. The Building Department will no longer do percolation tests.

The Town of New Baltimore is waiving the Septic Permit fee of \$40.00 for systems which require professional engineering services. Although an application is still required, NO PERMIT will be issued by the Town Building Department without a stamped, signed proposal by a licensed engineering professional. The licensed professional will be responsible for all inspections. A copy of the final inspection must be returned to the Building Department.

Sincerely

Robert Foley, Building Inspector

Cc: Janet Brooks, Town Clerk  
Town Board  
Don Tanner, Senior Code Enforcement Officer

## **Licensed Septic Disposal Engineers**

Raymond M Waganka, PE  
116 Madison Avenue  
PO Box 224  
New Baltimore, NY 12124  
518-756-6383

Kaaterskill Engineering Associates, PC  
24 Joel M Austin Rd  
Cairo, NY 12413  
518-622-9667

Crawford & Associates Engineering, PC  
551 Warren Street Suite 301  
Hudson, NY 12534  
518-828-2700

Red Mill Engineering Services  
Ted Soroka  
PO Box 403  
Greenville, NY 12083  
518-966-5573