



TOWN OF PERTH

1849 County Highway 107 • Amsterdam, New York 12010
Phone: 518-843-6977 • Fax: 518-843-6979

BUILDING PERMIT APPLICATION CHECKLIST

1. **Residential Driveway Interface Permit** – On Town Highways contact Highway Superintendent David Dopp at 842-1093. The required form is attached to this packet and must be signed by the Highway Superintendent. **No Building Permit will be issued until this Driveway Interface has been approved and accepted.**
2. **Complete application form.**
3. **NYS Engineered Septic Design** – This is to include the perc test results as well as location of test holes.
4. **Certificate of Liability Insurance & Workers Compensation Compliance** - All applicants must submit to the Town of Perth. Name and address of owner must be on form. Contractors need to submit proof of worker's compensation. If an exemption is needed a CE-200 form should be completed.
5. **Survey by NYS Licensed Surveyor** as well as a plot plan showing dimensions of yard, existing structures, adjacent properties, location of driveway, accessory buildings, etc.
6. **Two sets of building plans** signed, sealed and dated by NYS Engineer or Architect. Include structural, electrical and plumbing specifications as well as Certificate of Energy Code.
7. **Copy** of deed and tax parcel number.
8. **SITE INSPECTION BEFORE ANY EXCAVATION** takes place. The location of the proposed buildings must be staked. **Failure to comply will immediately cause revocation of your building permit.**
9. **ALL EN CON REQUIREMENTS ARE THE RESPONSIBILITY OF THE APPLICANT. EN CON PHONE #623-1200**
10. **BEFORE ANY BLASTING** for any reason the following requirements at a minimum must be met.
 1. COPY OF CONTRACTORS NYS LICENSE
 2. CONTRACTORS CERTIFICATE OF INSURANCE
11. **OCCUPANCY** of your residence without **CERTIFICATE OF OCCUPANCY** will not be tolerated. If **OCCUPANCY** occurs for any reason before the **CERTIFICATE OF OCCUPANCY** has been issued, a summons will be issued for appearance at the Town Court. There can be no exceptions.



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SCHEDULING INSPECTIONS

IT IS THE PROPERTY OWNERS RESPONSIBILITY TO SCHEDULE THE REQUIRED INSPECTIONS. PERMISSION CAN BE GIVEN TO THE CONTRACTORS. FAILURE TO REQUEST ANY OF THE REQUIRED INSPECTIONS CAN PREVENT THE ISSUANCE OF YOUR CERTIFICATE OF OCCUPANCY: THERE CAN BE NO EXCEPTIONS,

Inspection requests can be made by calling the Town of Perth at 843-6977 ext. 16.
Inspections are not always done on the same day they are requested.
Please give 48 hours notice.

I do inspections in the mornings pending on my schedule for that day.

The building inspector shall be notified to make the following inspections, which shall include but may not be limited to:

1. Site inspection before any excavation takes place. The location of the proposed building must be staked. Failure to comply will immediately cause revocation of your building permit.
2. Foundation footings – **BEFORE** pouring concrete.
3. Foundation – **BEFORE BACKFILL.**
4. Septic System before backfill. Make certain there is adequate water to test the level of distribution box. Design professional must inspect and sign off on septic system.
5. Plumbing, heating, framing and electrical before closing framework.
Electrical inspections by a third party inspector.
6. Insulation inspection before closing walls.
7. Proper size and color of 911 numbers must be properly displayed in accordance with NYS Code before a Certificate of Occupancy can be issued.
8. **PRIOR TO ANY OCCUPANCY FINAL INSPECTION IS NEEDED FOR THE CERTIFICATE OF OCCUPANCY. ABSOLUTELY NO RESIDING IN THE DWELLING WITHOUT THE CERTIFICATE OF OCCUPANCY.**

HIGHWAY DEPARTMENT

RESIDENTIAL DRIVEWAY INTERFACE PERMIT

Fee \$25.00 Paid _____

Application is hereby made for a permit pursuant to Article IV, Section 2 G of the zoning Law to construct a driveway connection within the Right of Way of a Town Highway.

APPLICANT: NAME: _____ Phone: _____

ADDRESS: _____

PERMIT LOCATION:

Town Road & Name: _____

[] N; [] S; [] E; [] W; side of Road _____ miles from _____

Owners of Abutting Property _____

Number of Driveways requested _____, width _____

GENERAL REQUIREMENTS

- (a) Applicant will bear the cost of the culvert.
- (b) Angles if intersection with the public road shall not be less than sixty (60) degrees or greater than one hundred twenty (120) degrees.
- (c) Driveway cannot be located within fifty (50) feet of an intersection.
- (d) Driveway surface and shoulder will be not more than twenty (20) feet wide and not less than twelve (12) feet wide at the culvert line.
- (e) Drain piping will be not less than twelve (12) inches in diameter.
- (f) Drain piping will be made of corrugated metal or A.D.S. pipe (A.D.S. pipe must have minimum 1 foot cover).
- (g) Pipe shall be placed so that the inside flow line of the pipe is at the bottom of the ditch, sloped true to the ditch grade to maintain free and unrestricted flow.
- (h) Roadside shoulder slope must not be altered.
- (i) Design will be such that driveway drainage will flow into the ditch and not onto the highway.
- (j) The Town Highway Superintendent will be called when the pipe is backfilled to inspect the design and sign off on the project.
- (k) Applicant has the responsibility for insuring that buried cable will not be damaged during the work. (Call 1-800-962-7962 FOR CABLE LOCATION)

I understand and accept the above terms and conditions _____

Signature

HIGHWAY DEPARTMENT RECOMMENDATION:

[] APPROVED:

[] APPROVED WITH ADDITIONAL CONDITIONS AS FOLLOWS: _____

David Dopp, Highway Superintendent