

**Town of Southeast Building Department
Residential Building Application
(New Homes)
Check List**

All Applications Must Include The Following Paperwork:

- 1) A copy of Architectural Review Board Approval (if required).
- 2) Original certified survey with proposed building/addition with setbacks to property lines.
- 3) Driveway permit from Town, County or State office.
- 4) Copy of completed D.O.H. E911 address verification form.
- 5) Putnam County Dept. of Health approvals for well and septic system (original).
- 6) Completed "Notice of Truss Type Construction, etc." form.
- 7) Original P.C. D.O.H. Approved Septic Plan.
- 8) Original signed and Stamped Architectural Plans with PC Dept of Health Stamp & Signature. (Two Sets)
- 9) Approved Erosion & Sediment Control Permit for disturbance of 5,000 sq. ft. or more.
- 10) Completed Building, Plumbing, HVAC, Equipment, Sprinkler and Gas permit applications, with supporting paperwork:
 - a) Copy of P.C. License (for all contractors).
 - b) Copy of Liability & Worker's Compensation insurance with the Town of Southeast listed as a certificate holder and additionally insured.
****Accepted Workers Compensation forms are: C105.2 (9-07), U-26.3 and CE-200.**
 - NOTE:** BP-1 (12-08) Not appropriate for New Construction because House is not yet Owner Occupied and NO C.O. has been issued.
 - c) Riser diagrams as needed and/or a red line ductwork diagram on a set of floor plans with register locations & size, length, type of duct.
- 11) Application Fee (Check or Money Order Only- payable to the Town of Southeast).
- 12) Copy of Deed/Subdivision Covenant and/or Restrictions.
- 13) Other _____.

NOTE: Applications will not be accepted if any of the above information is missing. Please call this office at 845-279-2123 with any questions.845-279-3137 FAX (1/9/15).