

**Town of Southeast
Building Department
1 Main Street
Brewster, NY 10509
845-279-2123
FAX 845-279-3137**

Scheduling Checklist for Building Inspections

1. Post Building Permit in front window of existing house.
2. For new home construction post sign with 911 number at driveway cut.
3. Work must be completed for inspection that is being scheduled.
4. Contractor responsible for such work should be present at inspection.
5. Call at least 2 Business Days in advance to put job on inspection schedule. Sometimes more advance notice is required due to work volume.
6. Information needed for scheduling is as follows:
 - a. Permit Number
 - b. Owner's Name
 - c. Property Location (911 Address)
 - d. Tax Map #
 - e. Daytime telephone number for cancellation notice if needed.

NOTE: PERMITS EXPIRE 1 YEAR FROM DATE OF ISSUE.

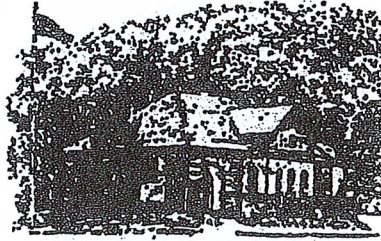
PERMITTEE IS ADVISED THAT THE SITE SHALL BE KEPT FREE & CLEAR OF ALL ITEMS AND EQUIPMENT EXCEPT THOSE THAT ARE ESSENTIAL FOR THE CONSTRUCTION OF THE STRUCTURE. ALL ITEMS SUCH AS LUMBER, PIPING, ETC, SHALL BE STORED IN A NEAT AND ORDERLY MANNER SO AS NOT TO INTERFERE WITH ACCESS ON THE SITE NOR WITH ACCESS TO THE SITE FOR BUILDING DEPARTMENT INSPECTIONS.

4/18/12

TOWN OF SOUTHEAST
1 MAIN STREET
BREWSTER, NEW YORK 10509

MICHAEL J. LEVINE
Building Inspector

JOE HERNANDEZ
Assistant Building Inspector



Telephone
(845) 279-2123

Fax
(845) 279-2971

MEMORANDUM

Date: November 21, 2007

To: All Permit Applicants

CC: Building Department Procedures File

From: Michael J. Levine, Building Inspector

Handwritten signature of Michael J. Levine.

Subject: Scope of Work

IMPORTANT INFORMATION FOR ALL PERMIT HOLDERS & CONTRACTORS

All Permits are issued for the scope of work as presented and defined in the Application submitted to the Building Department. The actual work performed shall not exceed the scope of the Application without specific Field Approval by an inspector from the Building Department. When so directed by the Inspector, all deviations from the scope of the original Application shall be described in an amended Application submitted prior to the Final Inspection.

ANY DEVIATION FROM THE APPROVED SCOPE OF WORK WITHOUT FIELD APPROVAL WILL RESULT IN A COURT APPEARANCE TICKET ISSUED TO THE TRADE CONTRACTOR AND BUILDING PERMIT HOLDER!