

Town of Lloyd Building Department Building Permit Information Sheets

Enclosed are information sheets to assist in the proper submittal of your application for a building permit. As Code Enforcement Officials for the Town of Lloyd, we are here to assist you in your project.

When you are ready with all your paperwork,

Please call the office to make an appointment to drop off your application.

One of the staff will sit with you to confirm that you have all the required information for plan review to begin. Failure to supply the required information will result in a delay of issuance for your permit.

Please note that once you have your permit, you may begin construction.

You are responsible for calling the office to schedule required inspections.

Please call one to two days in advance to schedule an inspection.

Feel free to contact us with any questions you may have during this project.

Thank you in advance for your cooperation.

David E. Barton II

Building Department Director

Building Inspector/Code Enforcement Officer

dbarton@townoflloyd.com

Anthony Giangrosso

Deputy Building Inspector, CEO

agiangrosso@townoflloyd.com

Fred Riley, Jr.

Deputy Building Inspector, CEO

friley@townoflloyd.com

Elaine Harney

Secretary

eharney@townoflloyd.com

Laura Oddo-Kelly

Secretary

loddo-kelly@townoflloyd.com

FOR ALL COMMERCIAL CONSTRUCTION FOR ANY CONSTRUCTION EXCEEDING \$10,000.00 IN CONSTRUCTION COSTS OR CONSTRUCTION AFFECTING THE STRUCTURE, SAFETY, OR PUBLIC SAFETY THEREOF OR WHEN REQUIRED BY THE BUILDING INSPECTOR, YOU MUST SUBMIT THE FOLLOWING ITEMS:

- 1) **SITE PLAN SIGNED BY PLANNING BOARD CHAIRMAN.**
- 2) **TWO COPIES OF PLANS, STAMPED AND SIGNED BY A NEW YORK STATE PROFESSIONAL ENGINEER LICENSED TO PRACTICE IN NEW YORK STATE OR REGISTERED ARCHITECT, INCLUDING ELEVATIONS, FLOOR PLAN, FOUNDATION PLAN, WALL SECTION, PLUMBING, AND ELECTRIC SCHEMATICS, FIRE DETECTION AND SUPPRESSION (IF REQUIRED) AS WELL AS A SIGNED ENERGY COMPLIANCE REPORT. LACK OF ADEQUATE INFORMATION WILL DELAY THE ISSUANCE OF YOUR PERMIT.**
- 3) **SURVEY MAP SHOWING PROPOSED LOCATION OF STRUCTURE, DRIVEWAY, PARKING, WELL AND SEPTIC. MAP **MUST** INCLUDE TOPOGRAPHIC CONTOURS, LOCATION OF ALL UTILITIES, ELECTRIC, WATER, AND SEWER. FOR PROJECT COMPLETION, YOU ARE REQUIRED TO SUBMIT SIGNED CERTIFICATION BY THE INSTALLERS THAT THEIR INSTALLATION IS FULLY FUNCTIONING AND IN COMPLIANCE WITH THE NYSBC.**
- 4) **HEALTH DEPARTMENT APPROVAL FOR CONSTRUCTION OF SEPTIC SYSTEM OR A COMPLETED APPLICATION (WITH PROOF OF PAYMENT) FROM THE WATER/SEWER DEPARTMENT (FORMS AVAILABLE IN THE TOWN CLERK'S OFFICE). IN WATER DISTRICT, TWO SETS OF STAMPED ARCHITECT OR ENGINEER PLANS SHOWING CONSTRUCTION DETAIL FOR CROSS-CONNECTION CONTROL PROGRAM AND CONNECTION TO MUNICIPAL WATER AND SEWER.**
- 5) **DRIVEWAY PERMIT (INCLUDED IN PERMIT PACKAGE) FROM HIGHWAY SUPERINTENDENT IF ON A TOWN ROAD, OR A COUNTY PERMIT IF ON A COUNTY OR STATE ROAD.**
- 6) **A COPY OF THE DEED FOR THE PROPERTY.**
- 7) **PROOF OF REQUIRED WORKER'S COMPENSATION AND DISABILITY BENEFITS COVERAGE**
- 8) **PROOF OF LIABILITY INSURANCE.**
- 9) **FOR COMPLETION OF PROJECT, A CERTIFIED "AS BUILT" SURVEY MAP IS REQUIRED BEFORE CERTIFICATE OF OCCUPANCY IS ISSUED.**

NOTE: ONCE PLANS ARE APPROVED BY THE BUILDING DEPARTMENT, CONSTRUCTION MUST FOLLOW THE APPROVED PLANS. IF CHANGES ARE DESIRED, MODIFIED PLANS, AGAIN STAMPED BY AN ENGINEER OR ARCHITECT, MUST BE SUBMITTED FOR FURTHER REVIEW AND APPROVAL BEFORE THAT WORK COMMENCES.



TOWN OF LLOYD
Building Department
12 Church Street, Highland, NY 12528
Office: (845) 691-2144 opt 3
Fax: (845) 691-6672

Building Permit Application Intake Checklist

Date _____ B.P.# _____

Owner/ Builder _____

Address of Property _____ SBL _____ For _____

- | | Date Received | In taker's Initials |
|--|---------------|---------------------|
| ✓ <u>COMPLETED</u> & Signed Application | _____ | _____ |
| ✓ Fee | _____ | _____ |
| ✓ Signed Memorandum of Understanding | _____ | _____ |
| ✓ Copy of Deed | _____ | _____ |
| ✓ Proof of Workers' Compensation Insurance | _____ | _____ |
| ✓ Proof of Liability Insurance | _____ | _____ |
| ✓ Specifications of Design <u>OR</u>
2' Sets of Stamped Construction Plans – Including foundations | _____ | _____ |
| ✓ Survey or Plot plan showing all setbacks | _____ | _____ |
| ✓ Energy Compliance (Res Check) report must be
attached and signed by architect or engineer | _____ | _____ |
| ✓ Manual "J" Load Calculations | _____ | _____ |
| ✓ UCHD Waste Disposal System Approval
(new house and bedroom additions only) | _____ | _____ |
| ✓ Letter of Agent (if not homeowner
applying for permit) | _____ | _____ |

Note that fee will be determined when application is submitted and must be paid to begin review process. Checks made payable to "TOWN OF LLOYD".

Failure to supply all required information will delay the issuance of the permit.

TOWN OF LLOYD
BUILDING PERMIT APPLICATION

Please supply ALL relevant data below. Any missing information will result in a delay of the issuance of the permit. Please follow submission checklist to make sure you are supplying all required information

DATE OF APPLICATION: _____ **BUILDING PERMIT #** _____

JOB ADDRESS: _____

SECTION BLOCK AND LOT # _____

JOB DESCRIPTION: _____

COST OF CONSTRUCTION: _____

OWNER OF PROPERTY: _____ **TENANT:** _____

MAILING ADDRESS: _____

HOME PHONE: _____ **WORK PHONE:** _____

CONTRACTOR: _____

CONTRACTOR ADDRESS: _____

CONTACT NUMBER _____ **(CELL)** _____

ARCHITECT/ENGINEER: _____

ADDRESS: _____

CONTACT NUMBER: _____

LOT MEASUREMENTS: FRONT _____ REAR _____ LEFT-SIDE _____ RIGHT-SIDE _____ AREA _____

PROPOSED STRUCTURE SIZE: _____

SETBACKS TO PROPERTY LINES: Front _____ Rear _____ Left _____ Right _____

PLOT PLAN ATTACHED: YES _____ NO _____ **SURVEY ATTACHED:** YES _____ NO _____

Mandatory for new structures. A survey or plot plan MUST be submitted for all exterior projects (new homes, commercial properties, additions or alterations, sheds, fences, pools). The plot plan should show the location of the project on the property, with distances from parcel boundaries lines

Zoning Determination: (office use only)—Proposed use _____

Zone District: _____

Meets Use Requirements: Yes _____ No _____ Initials _____

Meets Setback Requirements Yes _____ No _____ Initials _____

Notes:

TYPE CONSTRUCTION: MASONRY _____ WOOD FRAME _____ STEEL _____ OTHER _____

NO. STORIES _____ FAMILIES _____ BEDROOMS _____ BATHROOMS _____ GARAGE _____

PRIVATE SEPTIC _____ PRIVATE WELL _____ PUBLIC WATER _____ PUBLIC SEWER (Gravity system _____) or (Pump system _____)

You must supply a written statement of compliance for both a gravity sewer and a pump system. All pump systems must have plans submitted before installation for review.

FIRE ALARM _____ SMOKE DETECTION _____ SPRINKLERS _____

THE OWNER OF THE PROPERTY COVERED BY THIS APPLICATION AND THE UNDERSIGNED APPLICANT AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION, AND NYSFP&BC, TO ADHERE TO THE APPROVED PLANS AND SPECIFICATIONS, AND TO PERMIT THE CODE ENFORCEMENT OFFICER AND DEPUTIES TO ENTER UPON TO INSPECT THE PROPERTY AT ALL REASONABLE TIMES.

SIGNATURE OF OWNER/AUTHORIZED AGENT

PRINT NAME OF OWNER/AUTHORIZED AGENT

TO BE COMPLETED BY THE BUILDING DEPARTMENT

REVIEWED BY: _____ DATE APPROVED: _____

APPROVED BY: _____

FEE: \$ _____ CHECK # _____

MEMORANDUM OF UNDERSTANDING

Owner of record: _____

Address: _____

Tax Map SBL#: _____

Building Permit # for this application: _____

The owner of this property covered by this application and the undersigned applicant agree:

1. To conform to all applicable laws of this jurisdiction and the NYS Fire Protection and Building Code.
2. To adhere to plans and specifications affixed hereto.
3. To permit the Building Inspector or the Deputy Building Inspector to enter upon to inspect the property at all reasonable times.
4. I understand and agree that all work this is covered prior to inspection shall be required to be uncovered for inspection.
5. I have read and understand the instructions on the Building Permit application.
6. Prior to application for Certificate of Occupancy, I understand that I will have to submit a certified "As Built" drawing, stamped by a New York State Licensed Land Surveyor, Licensed Professional Engineer, or Registered Architect.
7. The "As Built" drawing shall show all structures on the lot and the distances to the lot lines, the elevations of the first floor of the principal or new structure, location and contours of any structures controlling stormwater run-off and the location of any catch-basins on the property. Waiver from this requirement is issued only at the discretion of the Building Department Director.
8. I understand and acknowledge that state and local laws prohibit "any type of occupancy" without a Certificate of Occupancy being issued by the Town. Substantial fines and penalties can be accrued.

Applicant's Signature

Date

Letter of Agent

I, _____, am the owner of
the property located at, _____,
Highland, NY identified as Tax Map SBL # _____.

I hereby authorize _____
to act as my agent in an application to _____

Check all that apply:

_____ Town of Lloyd Planning Board

_____ Town of Lloyd Zoning Board of Appeals

_____ Town of Lloyd Building Dept.

Print Name _____

Signature _____

Date _____

STREETS AND SIDEWALKS

Appendix A

APPLICATION FOR A DRIVEWAY PERMIT

Town of Lloyd, Ulster County, New York

A. REQUIREMENTS:

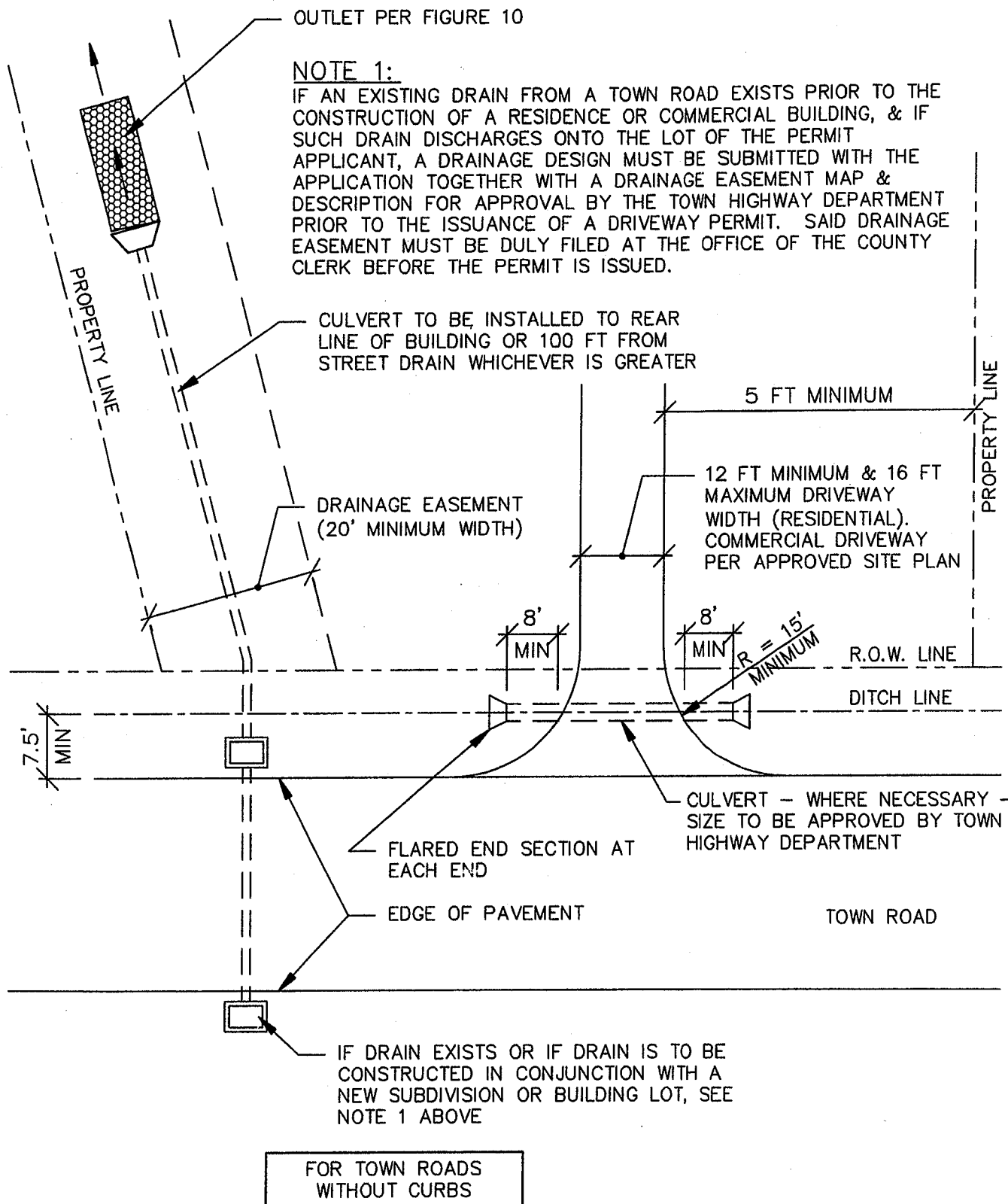
- (1) Construction of all new driveways and drainage facilities must conform to the requirements of the Town Road Specifications as described in Article III, Chapter 89 of the Town of Lloyd Town Code and approved by the Town Highway Department and Fire Department. Frontage on a State or County highway will require this completed form with an engineered site map along with the approved permit from the New York State DOT or Ulster County DPW.
- (2) An engineered site plan, drawn to scale, shall be attached to this Application Form and must show:
 - a. Metes and bounds of property lines and easements through or adjacent to property
 - b. Location of structures with setback distances
 - c. Location and details of drainage swales, ditches, culverts and bridges
 - d. Existing and proposed contours at 2-ft intervals
 - e. Erosion and sedimentation control details
 - f. Elevation of basement and first floor of each building structure
 - g. Driveway location, details and sight distances at intersection with road
 - h. Location of all site utilities (water/well, sewer/septic, electric, telephone, roof leaders, etc.)
 - i. Seal and signature of professional engineer/architect
 - j. Applicant's name, project name, address and date of site plan
- (3) A minimum of 250-ft unobstructed sight-distance must be provided in both directions of the Town road from the point of access. County and State roads may require a greater sight-distance.
- (4) The applicant shall, at his own expense, provide additional storm drainage structures or other facilities as may be ordered by the Town Highway Department during construction to assure the durability of pavement, the future maintenance of the right-of-way or the welfare or safety of the public per §89-14.A of the Town Code.
- (5) No construction shall commence until line C(1) is signed below.
- (6) No certificate of occupancy will be issued until an as-built plan has been submitted and line C(2) is signed below.

B. APPLICATION

- (1) Applicant's name _____
Address _____
Phone number _____
- (2) Owner's name _____
Address _____
Phone number _____
- (3) Location of new driveway
Tax Map Lot No. _____
Street _____
- (4) The undersigned hereby certifies that all construction will conform to the above requirements.
Signed _____ Date _____

C. APPROVAL BY: HIGHWAY DEPT FIRE DEPT

- | | | | | | | | |
|------------------|-------|------|-------|--------------|-------|------|-------|
| (1) Application | _____ | Date | _____ | Application | _____ | Date | _____ |
| (2) Construction | _____ | Date | _____ | Construction | _____ | Date | _____ |

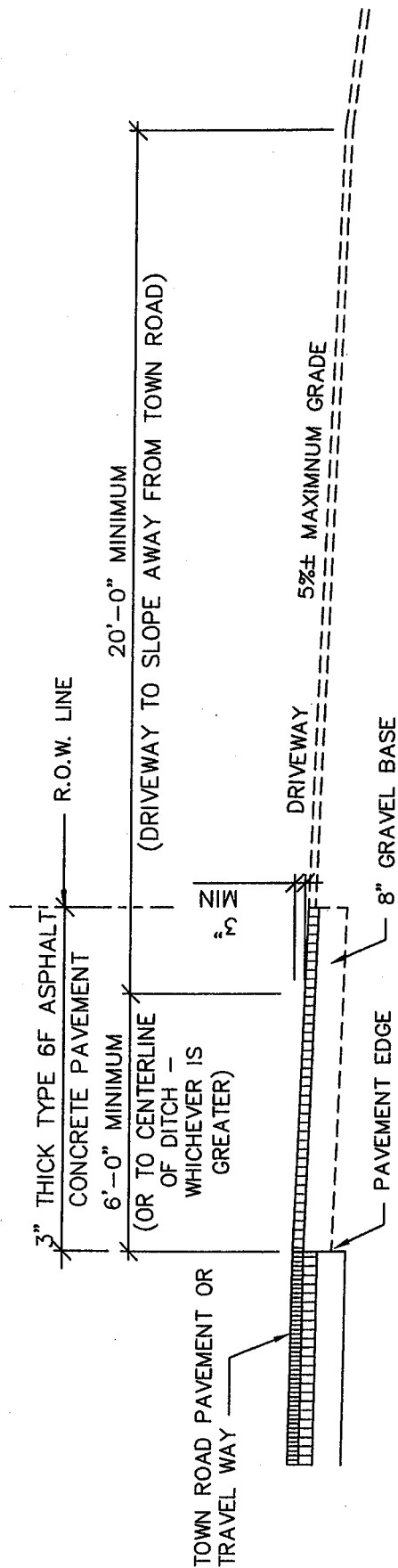


DRIVEWAY DRAINAGE STANDARDS

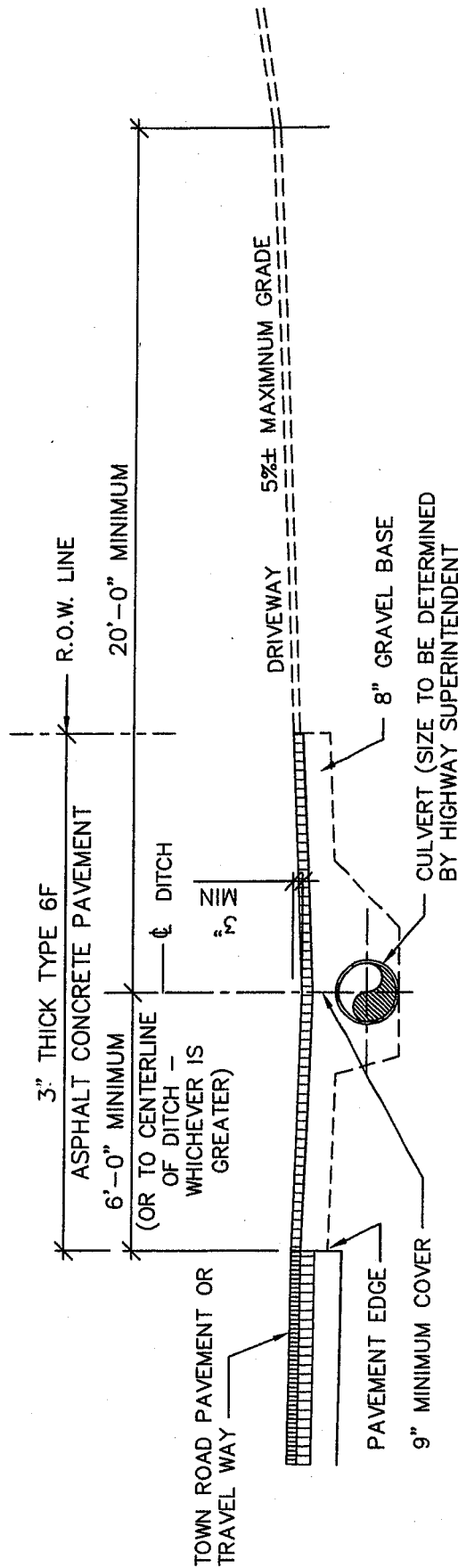
STREETS & SIDEWALKS

TOWN OF LLOYD HIGHWAY STANDARDS

ULSTER COUNTY, NY
FIGURE 16



ACCESS DRIVEWAY WITHOUT A CULVERT

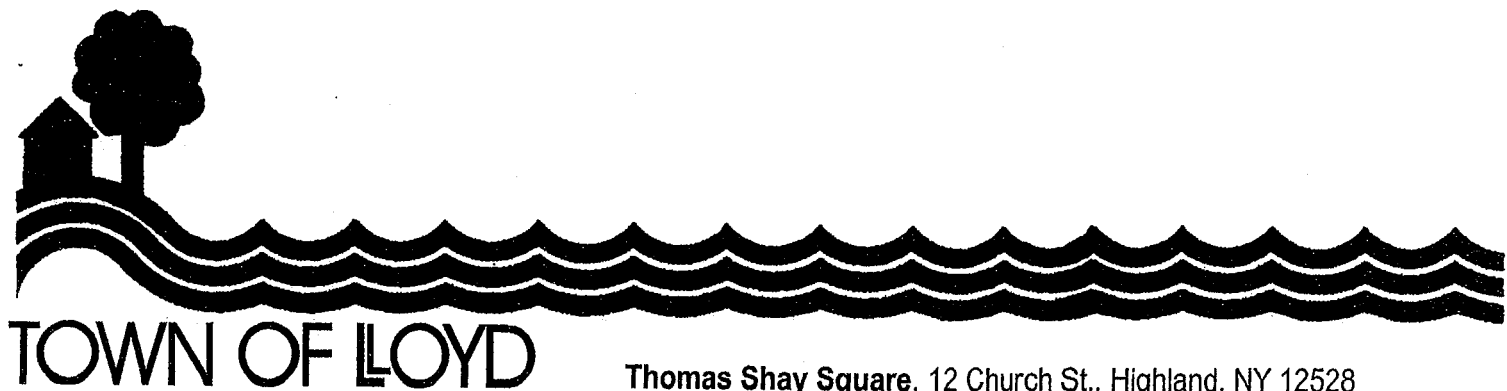


ACCESS DRIVEWAY WITH A CULVERT

STREETS & SIDEWALKS

**TOWN OF LLOYD
HIGHWAY STANDARDS
ULSTER COUNTY, NY
FIGURE 17**

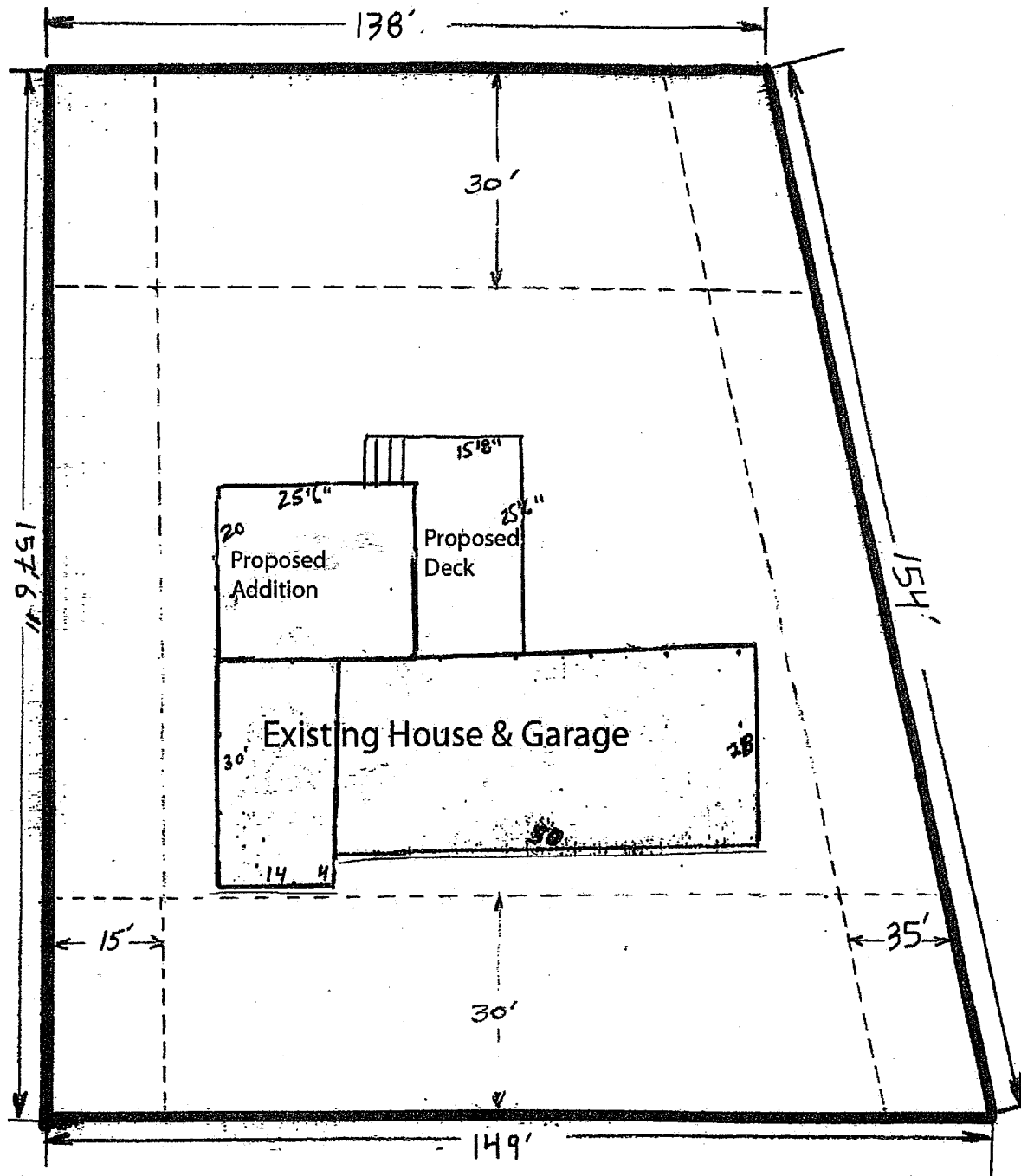
ACCESS DRIVEWAY STANDARDS



Contractor Certification Statement

I hereby certify that I understand and agree to comply with the terms and conditions of the SWPPP and agree to implement any corrective actions identified by the qualified inspector during a site inspection. I also understand that the owner or operator must comply with the terms and conditions of the New York State Pollution Discharge Elimination System (SPDES) general permit for Stormwater discharges from construction activities and that it is unlawful for any person to cause or contribute to a violation of water quality standards. Furthermore, I understand that certifying false, incorrect or inaccurate information is a violation of the referenced permit and the laws of State of New York and could subject me to criminal, civil and/or administrative proceedings.

Name _____ Title _____
Signature _____ Date _____
Contractor Address _____ Phone _____
Project Name _____ Site Address _____
Provisions Responsible for _____



Sample of Plot Plan showing Existing Structure and Additions—required for all exterior alterations or new construction

Please note that the appropriate Zoning setbacks are required—contact the Building and Zoning Department for more information 691-2735

TOWN OF LLOYD, Building Department
12 Church Street, Highland, NY 12528
845-691-2144 opt 3, fax 845-691-6672

AUTHORIZED ELECTRICAL INSPECTION AGENCIES
Listed Alphabetically

All County Electrical Inspection Services 4725 Rt. 9G, Red Hook, NY 12571 David Scism – 845-757-5916 Office Hours – 8 am – 4 pm	New York Certified Electrical Inspectors 203 Purgatory Road, Campbell Hall, NY 10916 Jerry Caliendo – 845-294-7695, Fax 845-294-0026 Call between 7:30 am – 8:30 am M-Th
Commonwealth Inspection Services, Inc. 23 Tephane Ave., Mendon, NY 14506 – Inspectors - Office 845-783-0551 Jim Cocks 845-325-0158 Ron Henry 845-541-1871	New York Electric Inspections Office - PO Box 510, Arkville, NY 12406 Office - 888-693-4693 Greg Murad - 845-586-2430 Tom Lejeune -845-373-7308
CP Certified Electrical Inspector 42 Messmer Ave, Tillson, NY 12486 Chris Peone -845-853-3202 cpeonesystems@gmail.com Cpcei.com for Application	NY Electrical Inspections & Consulting, LLC 1 Wedgewood Lane, Middletown, NY 10940 Office 845-343-6934 John Wierl 845-551-8466
Electrical Underwriters of New York PO Box 4089 New Windsor, NY 12533 Ernie Bello – 845-569-1759 Call between 7 a.m. – 3 p.m.	Swanson Consulting, Inc. PO Box 395, Salisbury Mills, NY 12577 Office -845-496-4443 Joe Swanson –845-549-8271 Call between 8 a.m. – 6:00 p.m.
Middle Dept. Inspection Agency, Inc. 143 Troy Schenectady Road Ste 8 Water Vliet, NY 12189-1592 Tony Sibiga – 845-985-2594 Dave Williams – 518-758-7812	Switch-On Electric P.O. Box 191, Bloomingburg, NY 12721 Office-845-733-4926 Frank Schmaus Cell-845-800-6909 sgsfxs@hotmail.com
New York Board P.O. Box 1558, Wappingers Falls, NY 12590 Pat Decina - 845-298-6792 (phone/fax) pdecina@NewYorkBoard.org	Z3 Consultants P.O. Box 363, LaGrangeville, NY 12540 Gary Beck - 845-471-9370 Se Habla Espanol garybeck@Z3Consultants.com

TOWN OF LLOYD
Building Department
Office of the Building Inspector
Certificate of Occupancy Application Checklist

Permit Number: _____ SBL: _____

911 Address: _____ Owner: _____

- **Third Party Final Electrical Inspection** _____
- **Final Driveway Permit (T / S/ C)** _____
- **Ulster County Health Dept. Final Approval** _____
- **Water Quality Test or Town Water** _____
- **Well Log or Town Water** _____
- **Town Water/Sewer Inspection sheet with Approvals** _____
- **Survey "As Built" showing all structures**
with setbacks to property line and ALL improvements _____
- **H.E.R.S. (blower door) Inspection** _____
- **Sprinkler Certification (if applicable)** _____
- **Fire alarm Certification (if applicable)** _____
- **Final Inspection** (all documents must be
presented to the inspector at the final inspection) _____
- **Application for C.O. – signed and notarized** _____
- **Issuance of Certificate of Occupancy** _____

Note that occupancy of any structure without a Certificate of Occupancy is not permitted under Town of Lloyd Code and State Law and will result in legal action, with possible fines and/or imprisonment.

NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED WITHOUT THE DOCUMENTATION LISTED ABOVE AND ANY OTHER DOCUMENTATION REQUIRED BY THE BUILDING INSPECTOR

**Application for Certificate of Occupancy
Town of Lloyd**

State of New York)
)SS
County of Ulster)

_____, being duly sworn, deposes and says:

1. That I am the owner or developer of real property situated in the Town of Lloyd located at _____ (street address) and identified on the tax rolls by the tax grid number _____ (S.B.L.).
2. That on _____, I or someone authorized by me applied to and obtained from the Zoning Inspector of the Town of Lloyd, Building Permit Number _____.
3. That thereafter, I caused the construction described in the application for the building permit.
4. That all construction with the provisions of the New York State Uniform Fire Prevention and Building Code, the same being applicable to construction in the Town of Lloyd, and in conformance with any subdivision map requirements applicable to this parcel or any special provisions required by the Zoning Board of Appeals or the Planning Board of the Town of Lloyd.
5. That I make this affidavit to induce the Zoning Inspector of the Town of Lloyd to issue a Certificate of Occupancy as all work has now been completed.
6. That it is my understanding that any false statements set forth herein may be subject to prosecution under the provisions of Penal Law, Article 210.

Sworn to before me this
_____ day of _____ 20_____.

Imprint Seal _____
Commission expires _____

(Owners Signature Must Be Witnessed)