



**Town of Kent
Building Inspector Office
25 Sybil's Crossing
Kent Lake NY 10512**

**REQUIREMENTS FOR A BUILDING PERMIT
MUST BE BROUGHT BACK TO BUILDING DEPARTMENT**

- 1. PUTNAM COUNTY BOARD OF HEALTH APPROVAL - (845) 278 - 6130**
Well log application Please Note: Bedroom count required
Signed septic system layout approval takes 5 working days.
Construction Permit Application
- 2. SURVEY OF PROPERTY --- NOT SUBDIVISION**
New construction spotted survey must be submitted to building department
after foundation is erected and before framing begins or modular is installed
- 3. DRIVEWAY APPROVAL**
Town Highway Approval for Town Road - (845) 225-7172
County Highway Approval for County Road – (845) 878-6331
State Highway Approval for State Road – (845) 878-6361
- 4. ARCHITECT OR ENGINEER PLANS OF New York STATE**
Two copies (2)
- 5. APPLICATION OF BUILDING PERMIT & PLUMBING PERMIT**
Applications approved by Town of Kent only
- 6. EROSION CONTROL LAW - AS PER GUIDELINES (845) 225 – 7802**

*Certification from applicants design professional that erosion control measures have
been installed in accordance with the approved erosion control plan.

**Provide certification from land surveyor that cut in driveway slopes do comply with
approved erosion control plan.

If you move have 5000 sf. of soil disturbance and/or excavate or fill more than 100 Cubic yd. soil
and/or work within 100 ft of wet-lands – permits are required – contact Planning board at
(845) 225-7802

ELECTRICIAN MUST BE LICENSED IN PUTNAM COUNTY.

PLUMBER MUST BE LICENSED IN PUTNAM COUNTY.

ALL CONTRACTORS MUST BE LICENSED IN PUTNAM COUNTY. – (845) 808-1617

IF YOU HAVE RECEIVED A BUILDING AND/OR PLUMBING PERMIT FROM THE TOWN OF KENT BUILDING DEPARTMENT, YOU'LL NEED ONE OR MORE OF THE FOLLOWING INSPECTIONS:

- _____ FOOTING - FORMED/REBAR INSPECTION - Call when then excavation is complete and the forms are in place. **DO NOT** order concrete before the inspection has been made.
- _____ BASEMENT FLOOR SLAB – Chairs and wire must be in place
- _____ FOUNDATION BLOCK / POURED – REBAR & WIRE IN CORNERS
- _____ FOOTING DRAINS INSPECTION - Before they are covered.
- _____ IN-GROUND PLUMBING INSPECTION - Before it is covered.
- _____ FRAMING INSPECTION - Call when the framing is complete. Before insulation or sheetrock. Try to combine this with the rough plumbing inspection.
- _____ ROUGH PLUMBING – Wet test on all vents systems / Air pressure test on water supply lines. Try to coordinate this inspection with the framing inspection. Fire stop or caulk around all pipes and electrical wiring
- _____ FIRE RESISTANT CONSTRUCTION AND PENETRATIONS
- _____ INSULATION INSPECTION.
- _____ SHEETROCK – SCREW INSPECTION – COMMERICAL BLDGS. ONLY
- _____ SOLID FUEL BURNING, HEATING APPIANCES, CHIMNEY FLUE OR GAS VENTS, DRYER VENT INSPECTION.
- _____ ELECTRICAL INSPECTIONS - As required by the Board of Fire Underwriters. This inspection is not made through this office. Your licensed electrician should file for these inspections.
- _____ FIRE EQUIPMENT (if needed) Hoods, sprinklers, Dry Chem. – Fire inspector
- _____ GAS INSPECTION: Air pressure test – Performed by Fire Inspector - 306-5599
- _____ FINAL INSPECTION FOR A CERTIFICATE OF OCCUPANCY - Call when all the work has been completed in accordance with the filed plans. All of the final paperwork must be complete before a Certificate of Occupancy can be issued.

**REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY
MUST BE BROUGHT BACK TO BUILDING DEPARTMENT**

_____ Final Approval from the Putnam County Board of Health

- A. Construction compliance on the septic system.
- B. A copy of the "**AS BUILT**" septic system with Board of Health stamp on it.
A copy of the septic guarantee.

C. A copy of the approved well log.

_____ A copy of the " **AS BUILT**" Construction and Planning Board approved plans.

_____ A copy of the **FINAL SURVEY** showing all construction, below grade utilities and driveway location at 10% grade

_____ Final NYS Board of Fire Underwriters Certificate on the electrical. County Bldg.(845) 808-1617

_____ Final driveway approval from Highway Department (845) 225-7172.

_____ Construction must pass all inspections by this department.

_____ Town of Kent Planning Board Consultant must inspect site for Erosion control approval.

_____ Where applicable, site work must comply with all conditions of the approved site plan, and is subject to the approval of the Town Planning Board (845) 225 - 7802.

_____ House numbered for 911 program Min. 4" on house and near roadway.

PLEASE NOTE:: Chapter 66 - Steep Slope and Erosion Control Law requires that before a Certificate of Occupancy is issued the Planning Board Engineer must verify that all work is completed in accordance with the permit.

NOTE: Not all of the items may apply to your particular case.

Please check with the Building Department to see which requirements do apply.

The fee for a Certificate of Occupancy is \$75.00, check made out to: **Town of Kent.**

The property owner or agent thereof is responsible for obtaining the Certificate of Occupancy immediately after obtaining final papers and having a final inspection by this department.

REVISED AS OF 8/20/14