



Town of Moreau

Building Department
351 Reynolds Road
Moreau, NY 12828-9261
Phone: (518) 792-4762
Fax: (518)792-4615

Benjamin Marcantonio
*Assistant Building
Inspector/CEO*
Kathy Perez
Building Department Clerk

PRINCIPLE STRUCTURE APPLICATION REQUIREMENTS

Please keep this coversheet for your convenience

No construction activities may commence until an approved permit is issued

TWO SETS OF THE FOLLOWING INFORMATION MUST BE PROVIDED (ONE ORIGINAL AND ONE COPY):

- 1) **APPLICATION MUST BE FILLED OUT COMPLETELY & CLEARLY.** Name and address must be on each document. Signature of property owner, applicant, or contractor is required.
 - 2) **Structures greater than or increase the square footage to greater than 1500 sq. ft. – must be designed, stamped and signed by a licensed professional.**
 - 3) Two sets of detailed drawings to include (but not limited to):
 - a. Foundation
 - b. Floor and wall framing
 - c. Cross Sections
 - d. Elevations
 - 4) Energy code compliance path: Prescriptive, mandatory provisions, RESCheck or COMcheck (if conditioned space)
 - 5) Plot plan drawn to scale with the use of a survey map, if available:
 - a) Indicate proposed structure(s), showing setback dimensions from all surveyed property lines
 - b) Show location of all existing structure(s) on the property
 - c) Show location of water supply (well or water lines)
 - d) Show location and configuration of on-site wastewater treatment system or sewer line.
 - 6) Approved electrical inspection agency selected
 - 7) Groundwater Drainage Consideration form completed, signed, and stamped by a licensed design professional.
 - 8) Driveway permit approved by the appropriate jurisdiction (Town, County, State)
 - 9) Insurance requirements:
 - a. **Homeowner:**
 - i. Affidavit of Exemption of Workers Compensation and/or Disability Benefits Insurance Coverage (**form CE-200 found at www.wcb.state.ny.us**)
 - b. **Contractor:**
 - i. Certificate of Workers Compensation: **Form C-105.2 or U-26.3**
 - ii. Certificate of Disability insurance: **Form DB-120.1 or DB-155**
 - iii. Affidavit of Exemption of Workers Compensation and/or Disability Benefits Insurance Coverage: **Form CE-200 found at www.wcb.state.ny.us**
- ACORD forms are not an acceptable proof of Workers Compensation or Disability Insurance Coverage**
- 10) Fee as per fee schedule (Collected when application is approved)



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PRINCIPLE STRUCTURE APPLICATION

Location Information

Job Site Address _____ Tax Map # _____
 Estimated Cost of Construction \$ _____ Zoning District _____
 Flood Plain: Site is _____ is not _____ within a flood plain

Owner Information

Name (Print) _____ Phone # _____
 Address _____ Email _____

 Owner's Signature _____ Date _____

Agent, Architect, or Contractor Information (if applicable)

Name (Print) _____ Phone # _____
 Address _____ Email _____

 Signature _____ Date _____

Authorization to Act as an Agent for: (if applicable)

In the event that the owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, _____, owner of the premises located at _____
 Signature _____ Number _____ Street _____

Tax Map # _____, hereby designate _____ as my agent
 Section _____ Block _____ Lot _____ Printed Name of Agent _____
 regarding this application for review.

Person Responsible for code compliance: _____
 Name (Print) _____

Official Use Only

Received: _____ Issued on: _____ Permit #: _____
 Fee: \$ _____ Expires on: _____
 Subdivision: _____
 Building Inspector: _____ Date Approved: _____

NAME _____

ADDRESS _____

Proposed Construction

Check all that Apply				Please indicate measurements below			
	New	Addition	Alteration	1 st Floor Sq. Ft.	2 nd Floor Sq. Ft.	Total Sq. Ft.	Height
Single Family Dwelling							
Two-Family Dwelling							
Multi-Family Dwelling (# of units _____)							
Townhouse							
Commercial							
Attached Garage							
Other _____							
Heating Source (Circle one)		Natural Gas	Propane	Oil	Woodstove /Fireplace	Other _____	
Central Air Conditioning				Yes _____ No _____			
Number of bedrooms/bathrooms							
Site Information:							
a. Lot Dimensions							
b. Setbacks				Front _____ Back _____ Side _____ Side _____			
c. Corner Lot (2 fronts & 2 sides)				Yes _____ No _____			
d. Public Water or Private Well							
e. Sewer or On-site Wastewater Treatment System							
Name of electrical inspection agency							

Natural Light, Ventilation, and Emergency

Egress Requirements Calculation Sheet

Name _____ Address _____

Name of Room	Room Area in Square Feet	Required Light (8% of Room Area)	Actual Light Square Footage	Required Vent (4% of Room Area)	Actual Vent Square Footage	Square Foot Opening for Egress (Min. dimensions 20" x 24")	Remarks

TOWN OF MOREAU ON-SITE WASTEWATER TREATMENT SYSTEM PERMIT APPLICATION

Location Information	
Job Site Address _____	Tax Map ID# _____
Owner Information	
Owners Name _____	Phone # _____
Address _____	Email _____
_____	_____
	Owner's signature _____ Date _____
INSTALLER'S INFORMATION (if applicable)	
Applicant _____	Phone # _____
Address _____	Email _____
_____	_____
	Contractor's Signature _____ Date _____

SYSTEM INFORMATION:

Type of System Installed:	New _____ Addition _____	Replacement _____
	Component Size and Material	Component Size and Material
Type of Absorption System:		
Conventional		
Gravelless Absorption System		
Alternative		
Design Criteria:		
No. of Bedrooms		
Garbage Grinder		
Spa Tub		
Bonus Space		
Equipment to be installed:		
Septic Tank Size and Material		
Distribution Box		
Total Ft. of Absorption Field		
No. of lines/Ft. per line		
Seepage Pit		
Water Source: Well / Municipal		

I affirm that, the information I've given on this application is correct and complete and I understand that the Town will rely on this information in making its decision.

Applicant
Name (print): _____

Applicant
Name (signed): _____

- Record drawing of the system shall be submitted to the Building Department once the final inspection has passed.
The record drawings shall include, but not be limited to, triangulation distances to the septic tank covers, D-box, & the corners of the finished leach field.

TOWN OF MOREAU

NOTICE OF TRUSS TYPE, PRE-ENGINEERED WOOD AND/OR TIMBER CONSTRUCTION

Effective January 1, 2015, Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York is amended by adding a new Part 1265.

Section 382-b of the Executive Law provides that any person utilizing truss type, pre-engineered wood or timber construction for the erection of any new residential structure, addition to, or for any rehabilitation of an existing residential structure, shall, upon application for a building permit with the Town of Moreau, include on the permit application that truss type, pre-engineered wood or timber construction is being utilized, and shall complete the following form and file the form with the building permit application.

Section 1265.4. Sign or symbol.

(a) Each new residential structure and each addition to or rehabilitation of an existing residential structure that utilizes truss type construction, pre-engineered wood construction and/or timber construction shall be identified by a sign or symbol in accordance with the provisions of this Part.

(b) The sign or symbol required shall be affixed to the electric box attached to the exterior of the residential structure

(1) if the sign obscures any meter on the electrical box or if the utility provider prohibits affixing the sign or symbol, then the sign or symbol shall be affixed to the exterior wall of the structure adjacent to the electrical box; and

(2) if no electric box is attached to the exterior of the structure or if, in the opinion of the Town of Moreau, the electric box attached to the exterior of the building is not located in a place likely to be seen by firefighters or other first responders responding to a fire or other emergency, the sign or symbol required by this Part shall be affixed to the exterior of the residential structure in a location approved by the Town of Moreau as a location likely to be seen by firefighters or other first responders responding to a fire or other emergency.

(c) The sign or symbol required by this Part **shall be affixed prior to the issuance of a certificate of occupancy or a certificate of compliance**. The Town of Moreau shall not issue a certificate of occupancy or certificate of compliance until the sign or symbol required by this Part shall have been affixed.

(d) The property owner shall be responsible for maintaining the sign or symbol and shall promptly replace any such sign or symbol that is affixed to an electric box when any change or modification is made to such electric box. The property owner shall promptly replace the sign or symbol if such sign or symbol is removed or becomes damaged, faded, worn or otherwise less conspicuous to firefighters or other first responders responding to a fire or other emergency at the structure. The property owner shall keep the area in the vicinity of the sign or symbol clear of all plants, vegetation, and other obstructions that may hide or obscure such sign or symbol or otherwise cause such sign or symbol to be less conspicuous to firefighters or other first responders responding to a fire or other emergency.

(e) The sign or symbol shall comply with the requirements of this subdivision.



(1) The sign or symbol shall consist of a circle six inches (152.4 mm) in diameter, with a stroke width of 1/2 inch (12.7 mm). The background of the sign or symbol shall be reflective white in color. The circle and contents shall be reflective red in color, conforming to Pantone matching system (PMS) #187.

(2) The sign or symbol shall be of sturdy, non-fading, weather-resistant material; provided, however, that a sign or symbol applied directly to a door or sidelight may be a permanent non-fading sticker or decal.

(3) The sign or symbol shall contain an alphabetic construction type designation to indicate the construction type of the residential structure, as follows:

(i) if the structure is subject to the provisions of the RCNYS, the construction type designation shall be "V" and
(ii) if the structure is subject to the provisions of the BCNYS, the construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS.

(4) The sign or symbol shall contain an alphabetic location designation to indicate the location(s) containing truss type construction, pre-engineered wood construction and/or timber construction structural components, as follows:

(i) "F" shall mean floor framing, including girders and beams;

(ii) "R" shall mean roof framing; and (iii) "FR" shall mean floor framing and roof framing.

TOWN OF MOREAU
**NOTICE OF TRUSS TYPE, PRE-ENGINEERED
WOOD AND/OR TIMBER CONSTRUCTION**

Location information

Job Site Address _____ Tax Map ID _____

Owner information

Name _____ Phone number _____

Address _____

Type of Construction (Check all that apply)

New Construction Addition to existing structure Rehabilitation of a structure

The above subject property will utilize (Check all that apply)

Truss type Construction (TT) Pre-engineered wood construction (PW)
 Timber construction (TC)

Location

Floor framing (including girders & beams) (F) Roof framing (R) Floor & roof framing (FR)

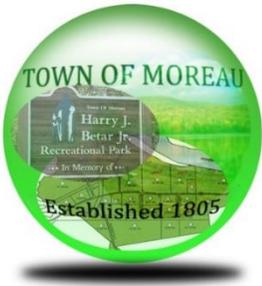
Name (Print) _____ Signature _____

Date _____

Official Use Only

Received: _____ Received by: _____ Permit #: _____

Emailed to FC: _____ Email receipt rec: _____



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Summary of Groundwater Drainage Consideration

Applicants for a building permit must have this form completed by an appropriate professional in order to document design provisions for the proper drainage of groundwater away from a proposed structure. Basement floor elevations for all buildings are required to be a minimum of 2 feet above seasonal high groundwater elevations. Any proposed basement within 5 feet of seasonal high groundwater must be equipped with a perimeter drain and sump pump or gravity discharge to an adequate outfall. Gravity discharge is preferred over pumps and must be utilized if practicable. If a gravity drain is provided, the elevation of the gravity drain may be considered as the elevation of groundwater for purposes of assessing compliance. A detail of the proposed drainage system and a plan of the connection to the proposed discharge point must accompany this form.

PART 1:

Applicant Name: _____ Property Location: _____

Seasonal High Groundwater Elevation: _____ Proposed Basement Elevation: _____

Lowest Available Property Elevation: _____ Discharge Elevation: _____

Describe Discharge Point: _____

Signature of Professional (with Stamp)

Date: _____



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Property Address: _____ Tax Map #: _____

PART 2: (Verification of Construction – Must be completed to obtain Certificate of Occupancy)

I, _____ certify that on _____ 20____, elevations were measured by me or under my direction confirming an as built basement floor elevation of _____ for the above referenced structure. I further certify that the provisions for basement drainage submitted as part of the building permit application were observed and confirmed to be in substantial compliance with the approved plans.

Signature of Professional (with Stamp)

Date: _____

Town of Moreau Highway Department
P.O. Box 1349
South Glens Falls, NY 12803
Phone: (518) 792-5675 Fax: (518) 792-5697
Paul Joseph; Highway Superintendent Maureen Leerkes; Highway Clerk

Permit for Construction of a Driveway

Applicant: Name: _____ Phone: _____

Address: _____

Location: Road No. & Name: _____

(N)(S)(E)(W) Side of Road: _____

(Map Section No.)

(Block No.)

(Lot No.)

_____ (miles, feet) (N)(S)(E)(W) from _____.

Number of Driveways requested, width: _____

General Requirements:

1. The construction shall be in accordance with the requirements listed herein on plan "Standard Driveway Ditch Crossing" and all special requirements shown on or attached to the "PERMIT".
2. The applicant shall furnish all materials and bear all cost of construction within the Town of Moreau Highway Department. If the applicant determines to have the Highway Department install the culvert, then the applicant will purchase the culvert and pay the Town Clerk a fee of \$400 to cover material and installation.
3. No alteration or addition shall be made to any driveway without first securing a new permit from the Town Highway Department.
4. The angle of the driveway with respect to the highway pavement edge shall be not less than 60 degrees.
5. No new driveway will be permitted at a location where the lack of sight distance in either direction along the highway is a hazard.
6. Residential driveway entrances shall be a maximum of 30 feet wide.
7. Commercial driveways shall be a maximum of 50 feet wide for a single combined entrance and exit, or a maximum of 50 feet each when two separate entrances are permitted. No more than two entrances from one highway to a single commercial establishment shall be permitted. Application for a commercial entrance shall include a fully dimensioned plan of the proposed driveway showing drainage.
8. Industrial driveways will have Zoning & Planning Boards approval first.

Driveway Construction Permit – Town of Moreau Highway Department

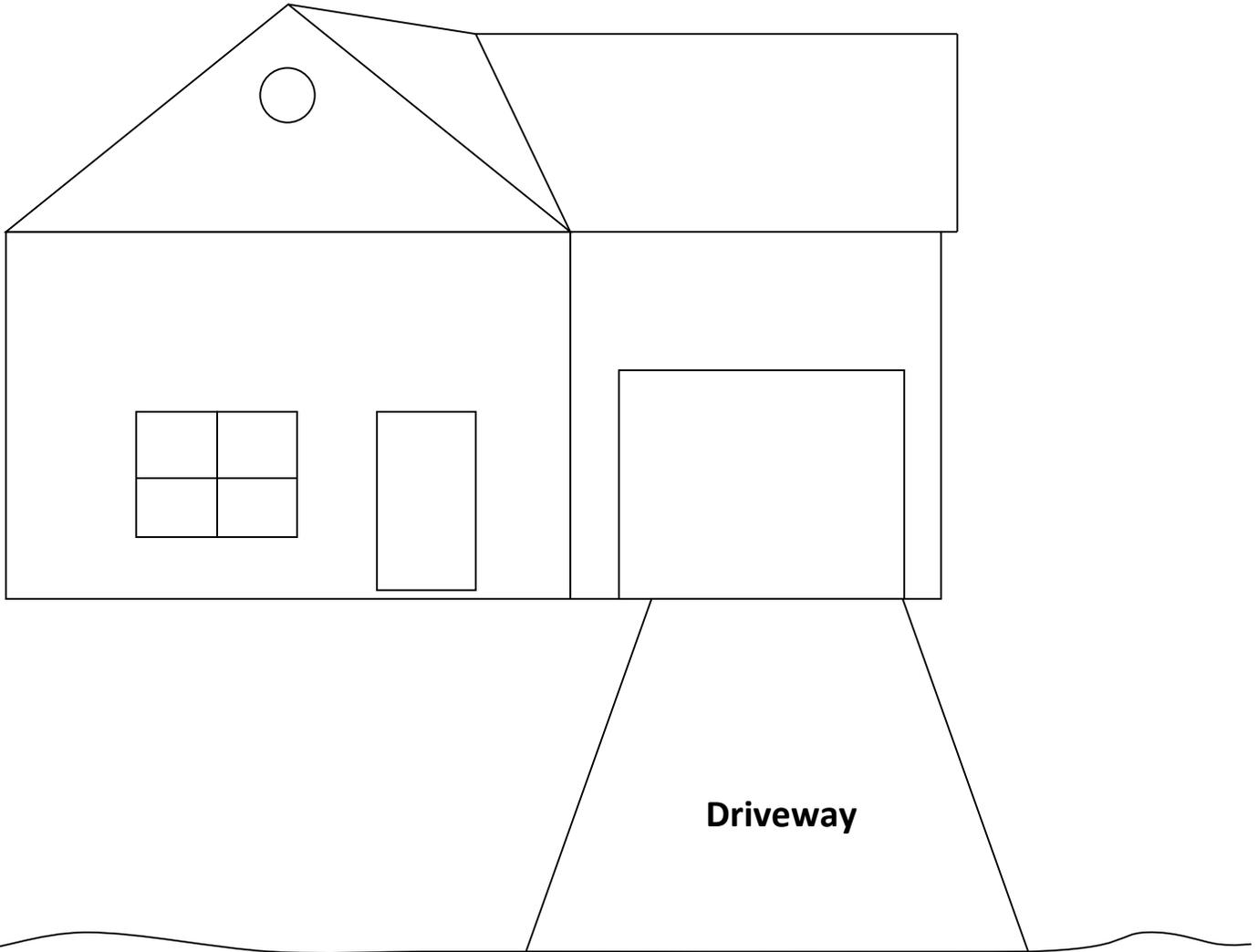
Permission is hereby granted to the above applicant to construct a driveway/ditch crossing at the location described above in full conformance with the requirements set forth herein and attached hereto:

(Attachments designated _____) Date: _____

Paul Joseph; Highway Superintendent

Note: A stake with flagging must be placed at the centerline of the proposed driveway entrance to identify the location for inspection.

Standard Driveway/Ditch Crossing Detail



Pipe shall be placed so that inside flow line of pipe is at bottom of ditch and sloped true to ditch grade, maintaining free and unobstructed flow.

Any rise in driveway grade shall occur on back slope of ditch line so that drainage from driveway will flow into the ditch and not onto the highway.

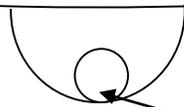
Highway shoulder slope must not be altered

Pavement

Driveway

Shoulder slope 2" per foot

Cross Section



Pipe – not less than 10" diameter with minimum length of 20 ft. and be A.D.S. pipe (no substitutes)

WATER SERVICE APPLICATION

TOWN OF MOREAU WATER

DEPARTMENT

351 REYNOLDS ROAD

MOREAU, NY 12828

(518) 792-1030 – FAX: (518) 792-4615

For Official Use Only
Account # _____
Route # _____
Sequence # _____
Meter # _____

OWNERS NAME: _____	DATE: _____
ADDRESS: _____	SIZE OF SERVICE: _____
PHONE NUMBER: _____	FEE DUE: _____
CONTRACTOR'S NAME: _____	METER ONLY FEE DUE: _____
ADDRESS: _____	WATER SUPERINTENDENT'S SIGNATURE _____
PHONE NUMBER: _____	DATE PAID _____
LOCATION OF SERVICE: _____	AMOUNT PAID _____
TAX MAP NUMBER: _____	

PLEASE READ CAREFULLY

The fee stated in each case will cover the normal cost of the service installation made by the Water Department. The Water Department will perform all work within the Highway right of way including excavation and pavement restoration. The applicant is required to install the service line and meter from the property line into the building in compliance with New York State Building Code and Water Department Design and Construction Standards.

1. Service lines shall be type K copper buried at a minimum depth of 5 feet or HDPE or SDR9 poly line can be sued by a customer with a tracer wire attached. Poly must be copper tubing size.
2. Once the service line enters the building you should have in the following order a ball valve, meter, check valve, and then a pressure-reducer valve if necessary and ball valve before any fittings.
3. The curb valve is the property of the Water Department and shall not be operated by anyone other than Water Department personnel.
4. All services shall be metered and water service will be billed from time of turn on.
5. Meters shall be kept readily accessible to meter readers.
6. All service installations must be inspected prior to backfilling. Inspections must be scheduled during normal business hours 7:00 a.m. to 3:00 p.m., Monday through Friday.
7. Service lines from curb box into house are customer's responsibility to maintain.
8. It is the customer's responsibility to prevent meters from freezing. The customer will be billed for any damage to the meter.
9. In the event rock ledge is found, any increase in costs due to rock excavation will be the responsibility of the applicant.
10. Applications will not be accepted without tax map numbers.
11. If there is an existing well, there must be a physical separation between the well and town water.
12. Meter supplied by Town to be installed by customer.
13. Inside work to be inspected by Water Superintendent before put into use.
14. Water line must be in its own separate trench.
15. Curb box and service line will not be in or under the driveway.
16. All lines over 75 feet from main to house will be minimum of 1 inch.

The undersigned agrees to conform to the above conditions pertaining to the installation for service lines.

Dated: _____ Signed: _____

REQUIRED INSPECTIONS: 24 HOUR NOTICE REQUIRED

****Please do **NOT** leave requests for inspections on voicemail.
Inspections requested via voicemail may not be scheduled. ****

- Site Inspection (**prior to issuing a permit**)
- Percolation Test (**prior to issuing a permit**)
- Footings (**before pouring concrete**)
- Foundation Walls (**before pouring concrete**)
- Slab (**before pouring concrete**)
- Damp proofing (**before backfill**)
- Framing (**before insulating**)
- Fire Caulking (**before insulating**)
- Ice/Water Shield
- Plumbing and HVAC (DWV, Water supply and any Hydronic Heating Systems) (**before insulating**)
- Electrical Inspections (**done by a third party electrical inspector**)
- Fuel Burning Appliances
- Insulation (**before closing walls in**)
- On-site Wastewater Treatment System (**before covering any work**)
 - A record drawing must be received before Certificate of Occupancy can be issued
- Any Special Inspections
 - Well report and water quality analysis must be received before Certificate of Occupancy can be issued
 - Notice of Truss type, pre-engineered wood, and/or timber construction
- Final Inspection (All required work must be complete before a Certificate of Occupancy can be issued)

No building is to be occupied without the approval of the Building Inspector

The following must be submitted before a Certificate of Occupancy is issued:

1. Summary of Ground water Consideration – Part I and Part II
2. Well Report (if applicable)
3. Water Quality Report (if applicable)
4. Blower Door Report
5. As-built / Record Drawing that include, but not limited to, triangulation distances to the On-Site Wastewater Treatment System components including, septic tank covers, D-box, and the corners of the leach field . These drawings must also include the location of new construction and distances, from the closest point, to all property lines.