



GUIDE* TO ACQUIRING A BUILDING PERMIT FOR A SINGLE OR DUPLEX FAMILY DWELLING IN THE TOWN OF NEW HARTFORD

* The information included herein is not all-inclusive and is meant as a general guide. The Town shall not be held liable for the lack of the property owner, applicant, or contractor failing to obtain any and all town, county, state or federal permits or approvals, to include, but not be limited to, and on an as-required basis, subdivision, variance, proper zoning and State Pollution Discharge Elimination System (SPDES).

Permits

Permits shall only be issued for lots of record, i.e., lots having a Tax Map number. When there is no lot of record, the Assessor's Office will provide you with a Tax Map number. This Tax Map number provides the Town a reference that is common to every applicable Permit for your project.

Building Permit Plans

Need to be submitted a minimum of two (2) weeks prior to applying for a Building Permit.

Homes in excess of 1,500 square feet shall require New York State Architect or Engineered stamped plans, with all sheets wet stamped. Plans for modular homes are also required to be wet stamped by a New York State Architect or Engineer and include a **System Approval Number**.

Following submittal of the Plans, the Codes Office will then do a thorough code review of the plans. Once the review is complete, the Architect or Engineer of Record may need to make revisions and re-submit the plans in the same manner as stated above to the Codes Office before a Building Permit is issued.

Sewer Permit

Where public sewer is available or where a sewer district exists, **a Sewer Permit shall be obtained from the Town Highway Department prior to obtaining a Building Permit.** For connection to public sewers, the installing contractor must contact Town Engineering a minimum of forty-eight (48) hours prior to starting construction of the house lateral. Failure to do so may require the entire installation to be re-exposed for inspection.

Portions of the Town wherein which sanitary sewers are tributary to the Sauquoit Creek Pump Station are subject to an Offset Plan and may affect the protocol for connecting to public sewer. Check with the Highway Department for details.

Septic Permit

If public sewers are not available, a Septic Permit will be issued by the Codes Officer, providing that the Codes Office is furnished a New York State engineered design, and that it is understood that all inspections for the septic system are to be completed by the Engineer of Record.

Driveway Permit

A Driveway Permit must be obtained from the governmental entity that owns the road to which the driveway is proposed to be connected. Depending on the road, this Permit may need to be acquired from either the Town (Highway Department), County (Oneida County Department of Public Works), or State (New York State Department of Transportation). **This Permit must be presented to the Codes Officer before a Building Permit can be issued.**

Road Cut Permit

A Road Cut Permit may also be required to install utilities in the highway Rights-of-Way. Check with Town Engineering to ascertain if connections to public water and public sewer exist at the property line.

Bonds and Insurances

Workers' Compensation, Disability, and Liability Insurances from the contractor actually doing the work are required for all Permits, in accordance with the most recent edition of State and Municipal Agency Requirements under General Municipal Law Section 125 and WCL Section 57 and 220 for Workers' Compensation and Disability Benefits. Liability Insurance is the only insurance that can be submitted on an **Accord** form. For types and amounts of Liability Insurance required, check with the department that is issuing the permit. The form shall name the Town of New Hartford as additional insured, and shall describe the kinds and types of work being done, e.g., site work, sewer lateral installation, driveway installation, electrical, plumbing, house construction, and shall list the parcel Tax Map number, lot number if applicable, and the street address, if one has been assigned.

Building Permits

At the time of application, the applicant must know the following: applicant(s) and property owner(s) contact information, property location (address, lot #) of proposed construction, contractor's contact information, exactly where home is to be placed on the lot, square footage, height of structure, elevation in relation to crown of road, and the actual estimated cost of construction.

Before a Certificate of Occupancy can be issued, the following must be in place:
All required building related inspections (see your Building Permit card) must be **completed and approved** by the Code Enforcement Officer or his designee.

Driveway and sewer inspections must be **completed and approved** by the Highway Superintendent or his designee.

An **“As-Built”** survey, stamped by a licensed surveyor, is required showing the actual setbacks from the property lines and the required elevations. It is **strongly recommended** that the surveyor lay out the location of the home on the lot before construction starts.

Contact Phone Numbers & Locations

Assessor	315-724-4300 Ext. 3	Sanger Bldg.,	111 New Hartford St., New Hartford
Codes	315-724-4300 Ext. 2	Sanger Bldg.,	111 New Hartford St., New Hartford
Highway	315-724-4300 Ext. 1	Sanger Bldg.,	111 New Hartford St., New Hartford
Engineering	315-724-4300 Ext. 4	Sanger Bldg.,	111 New Hartford St., New Hartford
Planning	315-724-4300 Ext. 5	Sanger Bldg.,	111 New Hartford St., New Hartford
OC Department of Public Works	315-793-6219	6000 Airport Road,	Oriskany
NYS Department of Transportation	315-733-1435	2436 Chenango Road,	Utica
OC Quality & Water Pollution Control	315-798-5656	51 Leland Avenue,	Utica