

**TOWN OF JEWETT**  
**BUILDING PERMIT APPLICATION CHECKLIST**

Building and Zoning Permit Applications should include:

1. **TWO** copies of general site plan including
  - a. Approved sanitary systems construction report
  - b. Placement of well – must be 100 feet from any septic system (or see #3)
  - c. Adjoining properties – indicate location of: wells, septic systems, streams, creeks, ponds, lakes, wetlands and watercourses of any nature.
2. **THREE** Sets of Plans showing proposed construction
3. **THREE** complete sets of specifications
4. Zoning Permit Fee and Building Permit Fee
5. Inspection Schedule
6. Contractors list with Insurance Certificates attached for Compensation and Homeowners Insurance Certificate. Include:
  - Name Of Company
  - Owner's Or Contractor's Name
  - Address
  - Telephone
7. Excavator list – specify material to be used on backfill of foundation walls; ask Building Inspector for Town regulations above and beyond Architect & Engineer drawings
8. State, County and Town Highway Departments forms - their requirements for distances from road, rights of way and proposed culvert construction with proper dimension of pipe must be met
9. A breakdown of the New York State Energy Code Conservation Construction worksheet and compliance must be submitted from the architect or engineer.
10. Plumbing and electrical diagram - include
  - a. Material list for plumbing
  - b. Location of Smoke Detectors
  - c. All required GFI circuitry
11. All construction shall comply with subdivision covenants and/ or deeds including setbacks, construction restrictions, type, size, etc. Check Zoning Law for Town required distances to property lines and road. **Note: It is the OWNER'S responsibility to see that these subdivision covenants and deed restrictions are followed**
12. Any burning on the property requires a Burn Permit - contact the Town Clerk at 263-4646.
13. Demolition on property requires a Demolition Permit

For questions or problems with compliance

to Building Codes – contact Code Enforcement Officer

to Zoning Law – contact the Zoning Enforcement Officer

For information regarding

Planning Board or Zoning Board of Appeals, contact Board secretary

Call 263-4646. Leave message.