

Town of Berne

Permit Application for Replacement / Alteration / Repair of Existing Private Sewage Disposal System

Property Owner Information

SBL Tax Map #		
Owners Name		
Owners Address		
Telephone #		
Email Address		

Applicant Information if different than owner

Applicant Name		
Applicant Address		
Telephone #		
Email Address		

Contractor Information

Contractor Name		
Contractor Address		
Telephone #		
Email Address		

Other Licensed Professional Information

Company Name		
Professionals Name		
Address		
Telephone #		
Email Address		

Required Information

System Cost \$		# Of Bedrooms	
Garbage Disposal	Yes / No	Hot Tub/Spa	Yes / NO

For Official Use Only

Application **Approved / Denied** **By** _____ **Date** _____

If Denied, bases for denial: _____

Contact Building Code Administration – Administrative Assistant
Cheryl Rudolph 518-872-1448 Ext. 106
Email admin-assistant@berneny.org

PLEASE READ 2ND PAGE FOR REQUIRED DOCUMENTS AND INFORMATION TO GO WITH THIS APPLICATION. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE ADMINISTRATIVE ASSISTANT LISTED ABOVE.

All information requested below must be completed along with all the required signatures

Other Permit Requirement (Provide a copy of any that apply)

DEC Permit No:	State Health Dept. Permit Yes / No
Flood Plain Development Permit No:	Soil Disturbance Activity Permit No:

Work Type (Circle applicable choice)

Residential Premises	New System	Repair/Replace/Alteration
Commercial Premises	New System	Repair/Replace/Alteration
Other (Explanation):		

Application hereby made for the issuance of a permit for **the replacement / repair / alteration** of a private sewage disposal system (including any part thereof) on a private property in the Town of Berne. The owner, applicant and contractor agree to comply with all applicable NY State Dept. of Health (Appendix 75-A) and local regulations and ordinances, all conditions expressed on this application and agree to arrange for authorized town inspectors to enter the premises for all required inspections.

The following shall also apply:

1. **Applications must be filled out completely.** Signatures of property owner and applicant are required. Detail drawing (s) and description of the proposed sewage disposal system shall accompany this application. Plans shall bear the seal and signature of the New York State Licensed Professional.
2. **A Survey, as required for new construction, or a to-scale plot plan must accompany application and must show:**
 - Lot configuration and dimensions
 - All buildings or structures on the lot and their distances to each other and to the lot lines
 - Location of and distance to any water systems/disposal systems, any existing and proposed wells, any waterways, ponds, etc., on this site or on contiguous sites.
 - Location of all proposed silt fences and construction entrance. The silt fence and construction entrance must be installed and maintained in accordance with the NUS Standards and Specifications for Erosion and Sediment Control.
3. **Contractor must provide:**
 - A certificate of liability insurance showing a minimum one million dollars per occurrence, with the Town of Berne listed as certificate holder
 - Certificate of workers compensation insurance, on either the State Approved C-105.2m U-26.3 or CE-200 Exemption Form
 - Certificate of disability insurance, on either State Approved DB-120.1 or DB-155 form.
4. **A permit fee of \$100.00 (check made payable to the Town of Berne) must accompany the application.**
5. **Results of percolation tests and deep hole tests are required with licensed professional's stamp, and witnessed.**
6. **Construction of the proposed system shall not commence prior to permit issuance. Minimum 24-hour notice is required for all inspections. Any deviation from the approved plan (s) must be authorized by the licensed professional and the Building Department prior to inspection.**
7. **Inspection by the Town of Berne Code Enforcement Officer is required prior to any portion of the system being covered or backfilled.**
8. **As-built drawing of the system shall be submitted to the Town of Berne Building Code Administration once the final inspection has passed and prior to issuance of a Certificate of Occupancy for the premises.**