

TOWN OF HUNTER  
OFFICE OF CODE ENFORCEMENT

P.O. BOX 70  
TANNERSVILLE, N.Y. 12485

tohcodes@yahoo.com

518 – 589 – 6150  
EXT. 307

**REQUIREMENTS FOR OBTAINING A BUILDING PERMIT**

**NEW STRUCTURE:**

1. Completed application along with:
  - a. DEP approval – Sanitary Report if involving a sewage system
  - b. Two sets of Town approved stamped and signed plans drawn to scale
  - c. Site plan showing all setbacks, sidelines, easements, and right of ways (including Utility)
  - d. Written cost of project
  - e. Proof of workers compensation insurance
  - f. Payment of all applicable fees
  - g. Notification of utilization of truss, pre-engineered wood or timber construction
  - h. All Energy Code documentation provided
2. Inspections of all work done by Code Enforcement Office  
Detailed Inspection checklist supplied with application
  - a. Inspect before any concrete is poured
  - b. Inspect before any interior walls are closed up
  - c. All electrical work must be done by a Greene County Licensed Electrician

**FOR ADDITIONS OR RENOVATION TO AN EXISTING STRUCTURE:**

(Rooms, Decks, Woodstoves, Attached Garages, etc.)

1. Completed application along with:
  - a. Two sets of stamped and signed plans drawn to scale  
(If non structural a sketch showing proposed construction may be submitted)
  - b. Site plan showing all setbacks, sidelines, easements, and right of ways (including Utility)
  - c. Written cost of project
  - d. Proof of workers compensation insurance
  - e. Payment of all applicable fees
  - f. Notification of utilization of truss, pre-engineered wood or timber construction
  - g. All Energy Code documentation provided
2. Inspections off all work done by Code Enforcement Office
3. Greene County Licensed Electrician must be used for all electrical work
4. All structures built prior to January 1, 1978 must comply with the U.S. Environmental Protection Agency regulations pertaining to lead
5. All structures built prior to 1974 must comply with New York State Department Of Labor rules and regulations regarding asbestos