

**Department of Code Enforcement  
Town of Newark Valley  
109 Whig Street  
Newark Valley, NY 13811**

**Requirements for Stick Built or Modular Homes.**

For complete information on how to get a permit of a single or double wide manufactured home, go to our website [www.townofnewarkvalley.com](http://www.townofnewarkvalley.com) and find just what you need.

The easiest way to do it, is to find a contractor you trust to build your home and have him/her take care of the permit. This person becomes your agent and the general contractor. He or she is then responsible for all the sub contractors. If you like the hands on approach and want to be the general contractor, then you must submit to the code enforcement officer, (CEO) your personal proof of liability insurance for the workers and a list of all your subcontractors. It would then be your responsibility to check the liability and workmen's compensation insurance for each contractor. Proof of insurance from anyone should be either by fax or mail directly from the insurance agency.

**When you are the general contractor.**

When you are the general contractor and are applying for a building permit you will need to bring with you:  
A completed application including the application fee.

A set of drawings for the project. If the square footage of the home is over 1500 square feet, you will need to have the plans stamped by a licensed engineer or architect with a NYS stamp. If it is a modular home, the foundation and installation plans will need to be included.

A list of your subcontractors, including your certified electrical inspector who will do the final electrical inspection on the property.

Your personal liability insurance statement. This must be faxed or mailed to the CEO directly from your agent.

A plot plan of your property showing where all buildings, etc. are located on the property. An example of this is located on the town web page.

You must be in compliance with the NYS energy conservation construction code (2010). A written, stamped, statement from your design professional stating that to the best of his/her knowledge, belief, and professional judgment, the plans or specifications are in compliance with the code. The design professional will usually use REScheck, a free software program approved by the department of energy.

We will have to determine if you are in the flood plain. Many homes that are near a creek on the hills of Newark Valley, are in a flood zone. If the building is in a flood zone, a flood plan permit will be required.

**You have your permit!**

You will need to place stakes or other markers on the ground showing where you intend to build the home. You will need to mark in some practical manner where the center of your driveway will be. This will allow the CEO to assign a 911 mailing address to the property.

You will need to place the permit in plain sight from the road at the project.

Your first inspection will be the footer or slab inspection. This inspection is done after the footer forms are in place, the rebar is installed, and before the concrete truck is ordered.

Each project varies concerning the number of inspections needed. A list of possible inspections is on the application permit. You can expect between 8 to 10 inspections on your home.