

COPIES TO:

- APPLICANT
- BUILDING
- CAMO
- HIGHWAY
- WATER



TOWN OF NEW WINDSOR
 555 UNION AVENUE, NEW WINDSOR, NY 12553
 845.563.8800

NUMBER: _____

WORK PERMIT
DIG SAFELY NEW YORK: 1.800.962.7962
WWW.DIGSAFELYNEWYORK.COM

	AUTHORIZATION			COMPLETED & APPROVED	
	DATE	FEE	BY	DATE	BY
DITCH INSPECTION					
DRIVEWAY					
SEPTIC (new)					
SEPTIC (repair/replace) **NEED TO SHOW P/E REPORT					
SEWER (new)					
SEWER (repair)					
LAWN SPRINKLER **NEED CAMO REVIEW FIRST					
STREET OPENING					
WATER					
WELL		NO FEE			

DATE: _____ SECTION: _____ BLOCK: _____ LOT: _____

OWNER NAME: _____

911 / METER ADDRESS: _____

Must have 911 address for permit to be approved.

**BILLING ADDRESS: _____

NOTE: The issuance of this Permit will begin your quarterly sewer/water operation and maintenance billing.

CONTRACTOR: _____ EMERGENCY PHONE: _____

SEWER DISTRICT: _____ WATER DISTRICT: _____

DESCRIPTION OF WORK (See Specification Sheets)

SEPTIC or SEWER: _____

WATER / WELL INFORMATION: _____

ACCOUNT #: _____ METER #: _____ REMOTE #: _____

INSPECTIONS: 1) DITCH: _____ 2) FINAL: _____

***** STREET OPENING PERMIT / BOND MUST BE OBTAINED BY ANYONE WORKING WITHIN TEN (10') FEET OF A TOWN ROAD *****

HIGHWAY / STREET OPENING: _____

DRIVEWAY CONSTRUCTION: _____

CHECK #: _____ CASH: _____

CHECK FROM: _____ CASH FROM: _____

Town Clerk

Owner, Agent or Contractor

1. Failure to comply with this ordinance is punishable by a fine of \$50.00 for each offense.
2. Prior to excavation, the contractor is required to notify the appropriate town department **24 hours in advance**.
3. All work must be done on the highway before 3:30 p.m.
4. To avoid delays, notify the town inspector 24 hours in advance for inspection.
5. All facilities must be inspected prior to being backfilled.

6. All permits are valid for a period of one (1) year from date of issuance.

Sanitation Dept.	845.561.2550	Sanitary Sewers / Septic Systems
Water Dept.	845.563.4636	Water Lines
Highway Dept.	845.567.1789	Highway / Street / Driveway
Building Dept.	845.563.4618	Septic Systems / Wells
Underground Utilities	1.800.962.7962	Electric / Gas / Telephone

USE FOR WATER PERMITS

The following has been prepared for and picked up by the applicant or agent thereof:
(check those that apply)

- _____ WATER METER
- _____ MXU (Remote)
- _____ Tailpieces
- _____ Gaskets
- _____ Wire
- _____ MXU Instruction Sheet
- _____ Final Inspection Checklist

DATE: _____

Prepared by: _____
Signature – Water Dept. Representative

DATE: _____

Prepared by: _____
Signature – Applicant or Agent