

VILLAGE of NORTHPORT

INCORPORATED IN 1894

224 Main Street, Northport, New York 11768, 631-261-7502, fax: 631-261-7521

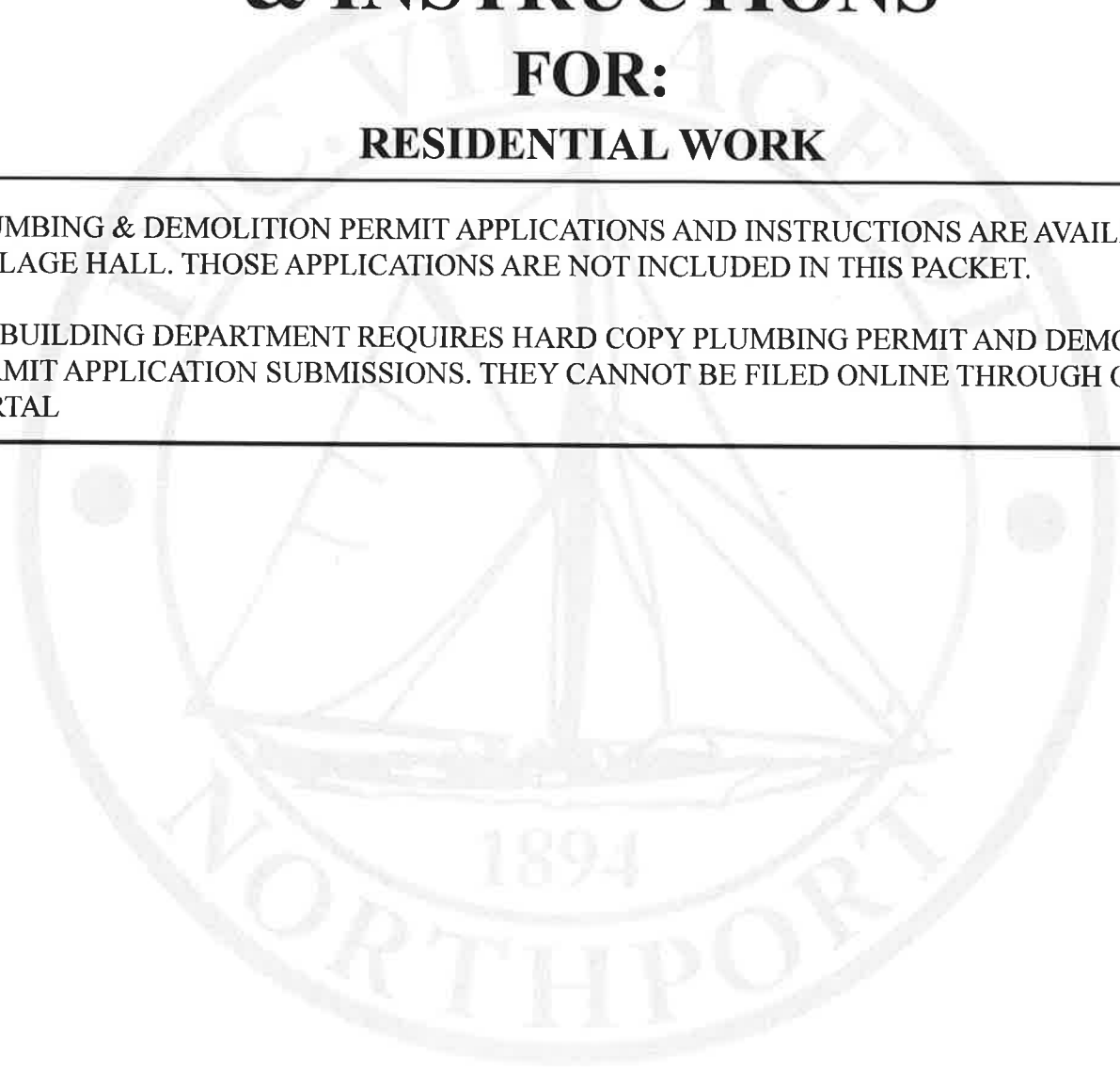
Department of Buildings, Housing, and Code Enforcement

BUILDING PERMIT APPLICATION & INSTRUCTIONS

FOR: RESIDENTIAL WORK

PLUMBING & DEMOLITION PERMIT APPLICATIONS AND INSTRUCTIONS ARE AVAILABLE AT VILLAGE HALL. THOSE APPLICATIONS ARE NOT INCLUDED IN THIS PACKET.

*** BUILDING DEPARTMENT REQUIRES HARD COPY PLUMBING PERMIT AND DEMOLITION PERMIT APPLICATION SUBMISSIONS. THEY CANNOT BE FILED ONLINE THROUGH OUR PORTAL



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Notices of Adoption
Rules amending and updating the Uniform Code and Energy Code **EFFECTIVE**

May 12, 2020

NYS Uniform Code and Energy Code Update

On December 6, 2019, the State Fire Prevention and Building Code Council (the "Code Council") adopted rules that amend and update the New York State Uniform Fire Prevention and Building Code (the "Uniform Code") and the State Energy Conservation Construction Code (the "Energy Code").

The Department of State, acting on behalf of the Code Council, has filed Notices of Adoption of these rules. The Notices of Adoption will appear in the February 12, 2020 edition of the *State Register*. On and after February 12, 2020, the Notices of Adoption can be viewed by clicking on the link: <https://dos.ny.gov/notice-adoption>

The rules will become effective on May 12, 2020.

Uniform Code

The Uniform Code (19 NYCRR Parts 1219 to 1229) now includes the 2015 editions of the code books published by the International Code Council (the "2015 I-Codes"), as amended by the publication entitled the *2017 Uniform Code Supplement* (publication date: July 2017).

The rule adopted by the Code Council on December 6, 2019 repeals the current version of the Uniform Code and adopts an amended and updated version of the Uniform Code. The amended and updated version of the Uniform Code incorporates by reference the following publications:

- [2020 Residential Code of New York State](#) (publication date: November 2019)
- [2020 Building Code of New York State](#) (publication date: November 2019)
- [2020 Plumbing Code of New York State](#) (publication date: November 2019)
- [2020 Mechanical Code of New York State](#) (publication date: November 2019)
- [2020 Fuel Gas Code of New York State](#) (publication date: November 2019)
- [2020 Fire Code of New York State](#) (publication date: November 2019)
- [2020 Property Maintenance Code of New York State](#) (publication date: November 2019)
- [2020 Existing Building Code of New York State](#) (publication date: November 2019)

(collectively, the NYS Code Books)

Certain provisions of the 2020 Residential Code of New York State and 2020 Building Code of New York State are also amended as set forth in the rule adopted amending 19 NYCRR Parts 1220 and 1221.

Prior to May 12, 2020, the Uniform Code will continue to include the 2015 I-Codes, as amended by the *2017 Uniform Code Supplement*. On and after May 12, 2020, the Uniform Code will include the 2020 NYS Code Books.

Effective Date: The effective date of the 2020 NYS Code Books will be May 12, 2020. There will be no transition period. Beginning on May 12, 2020, regulated parties submitting building permit applications must comply with the 2020 NYS Code Books.

Energy Code

The Energy Code (19 NYCRR Part 1240) now includes the *2015 International Energy Conservation Code* (the "2015 IECC") and the 2013 edition of ASHRAE 90.1 ("ASHRAE 90.1-2013"), as amended by the publication entitled the *2016 Supplement to the State Energy Conservation Construction Code (Revised August 2016)*, sometimes referred to simply as the *2016 Energy Code Supplement*.

The rule adopted by the Code Council on December 6, 2019 repeals the current version of the Energy Code and adopts an amended and updated version of the Energy Code. The amended and updated version of the Energy Code incorporates by reference the following publications:

- 2020 Energy Conservation Construction Code of New York State (publication date: November 2019)
- 2016 edition of the Energy Standard for Buildings Except Low-Rise Residential Buildings ("ASHRAE 90.1-2016")

Certain provisions of ASHRAE 90.1-2016 are amended as set forth in the rule adopted amending 19 NYCRR Part 1240.

Prior to May 12, 2020, the Energy Code will continue to include the 2015 IECC and ASHRAE 90.1-2013, as amended by the *2016 Energy Code Supplement*. On and after May 12, 2020, the Energy Code will include the 2020 ECCCNY and ASHRAE 90.1-2016, as amended by 19 NYCRR Part 1240.

Effective Date: The effective date of the modifications to Part 1240 will be May 12, 2020. There will be no transition period. Beginning on May 12, 2020, regulated parties submitting building permit applications must comply with the 2020 ECCCNY and ASHRAE 90.1-2016, as amended by 19 NYCRR Part 1240.

Parts 1264 and 1265

19 NYCRR Part 1264 includes provisions relating to placement of signs or symbols on commercial buildings that utilize truss type construction. 19 NYCRR Part 1265 includes provisions relating to placement of signs or symbols on residential buildings that utilize truss type, pre-engineered wood or timber construction.

Parts 1264 and 1265 include references to the *2017 Uniform Code Supplement*. Because the rule that amends the Uniform Code will replace the *2017 Uniform Code Supplement* with the 2020 NYS Code Books effective May 12, 2020, the rule amending the Uniform Code adopted by the Code Council on December 6, 2019 also makes corresponding changes to Parts 1264 and 1265. The rule makes no substantive changes to Part 1264 or Part 1265.

Effective Date: The effective date of the amendments to Parts 1264 and 1265 will be May 12, 2020. There will be no transition period.

2020 NYS Code Books

The 2020 NYS Code Books can be viewed for free on the International Code Council (ICC) website at, <https://codes.iccsafe.org/codes/new-york>

VILLAGE OF NORTHPORT										ZONING REQUIREMENTS										CODE SECTION 306-22 & 306-23									
BUILDING LOTS					YARDS					BUILDINGS					ACCESSORY BUILDINGS														
DISTRICT	LOT DEPTH	LOT AREA	MIN. ST. FRONT	LOT WIDTH	FRONT DEPTH	REAR DEPTH	SIDE MIN/TOTAL	** HEIGHT	% LOT AREA	*** SIDE	*** REAR MIN/TOTAL	HEIGHT	MAX. ACCESS. WITH ROOF	FRONT															
Res. A	200'	43,560	140'	175'	65'	60'	35'/75'	30'	12%	12'	2'/4**	15'	800 sq. ft.	50' or back of main bldg. whichever is greater except garage may be at set-back line and greater side yard															
Res. B	175'	21,780	100'	125'	50'	50'	30'/60'	30'	15%	10'	2'/4**	15'	800 sq. ft.																
Res. C	125'	14,520	80'	100'	35'	40'	18'/40'	30'	20%	7'	2'/4**	15'	650 sq. ft.																
Res. D	100'	8,500 5,000	70'	85' 50'	25'	35' 20'	12'/24'	30'	22%	5'	2'/4**	15'	550 sq. ft.																
Bus. A		4,000,	30'		20'	15%	10'one side	2.5 story 35'	40%			35'																	
Bus. B		7,500	50'		20'	15%	10'one side	2-story 30'	40%			30'																	
Bus. C		12,000	75'		0	0	0	not in code	50%			25'																	
Neigh'D		7,500	50'		30'	15%	10'one side	2-story 30'	30%			30'																	
Highway		7,500	50'		10'	15%	10'one side	2-story 30'	30%			30'																	
Marine		7,500	50'		50'	15%	10'one side	2-story 30'	30%			30'																	

*if wood frame or other combustible material

**see the definition of height in the Village Code

*** swimming pool minimum 10' from all sides or rear yard

% lot coverage: calculate using primary and accessory structures, decks, raised patios and pools.

☐ LOT COVERAGE: lots under 8500 square feet in all districts: 25% of lot size but not to exceed a foot print of 1870 sq. ft.

Sample Zoning Analysis

Site and Zoning Data

Address

Northport, NY 11768

SCTM# 0404-00x-00x-0x

Zoning Required	Residence "D"	Existing Conditions	Proposed Construction
Lot Frontage Min:	70 ft	67.81 ft	67.81 ft
Lot Area Min:	8,500 sqft	30,056 sqft	30,056 sqft
Front Yard Setback:	25 ft	23 ft	23 ft
Rear Yard Setback:	35 ft	+/- 108 ft	+/- 94 ft
Side Yard Min/Total:	12 ft/24 ft	12 ft/25 ft	12 ft/25 ft
Max. Lot Coverage:	22%	1,341 sqft (4.5%)	1,821 sqft (6.1%)
Max. Height:	30 ft	+/- 16 ft	+/- 16 ft

Square Footage Information

First Floor

Existing first Floor Living Area:	1028 sqft
Existing 1-Car Garage:	278 sqft
Proposed Garage Addition:	41 sqft
Proposed Workshop Addition:	147 sqft

Cellar

Existing Finished Living Area:	417 sqft
Proposed Additional Finished Living Area:	455 sqft

Covered Porches/Deck

Existing Front Entry Porch:	55 sqft
Proposed Rear Deck:	272 sqft

Site Plan

Scale: 1" = 40'-0"

RESIDENTIAL BUILDING PERMIT FILING INSTRUCTIONS

VILLAGE of NORTHPORT

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Department of Buildings, Housing, and Code Enforcement

USE FOR:

**NEW HOUSES, ADDITIONS/ALTERATIONS - CHANGE OF USE MAINTAIN
EXISTING BUILT w/o PERMIT**

APPLICATION FORMS REQUIRED:

- **BUILDING PERMIT APPLICATION—all building work**
- **PLUMBING PERMIT APPLICATION—all plumbing work (see PLUMBING PERMIT INSTRUCTIONS)**

FOLLOW DIRECTIONS CAREFULLY. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

BUILDING PERMIT APPLICATION

TAX BILL OR PROOF OF OWNERSHIP

Submit copy of tax bill or first & last page of deed does not represent current owner with EACH application

SUFFOLK COUNTY FILED MAP

Submit copy of subdivision map filed with Suffolk County Clerk for new work on vacant lots

AGE OF STRUCTURE

Provide substantiation of age. **IF 100 YRS OR OLDER FILE FOR HISTORIC REVIEW SIMULTANEOUSLY**

PHOTOGRAPHS

Submit photographs of each elevation of existing structure

DESCRIPTION OF WORK

Submit brief description of proposed construction

ESTIMATED COST OF WORK

From Contractor estimate, or cost based on current construction standards prepared by Architect or P.E.

SQUARE FOOTAGES

EXISTING: Provide ALL square footages of existing structures

PROPOSED: Provide ALL square footages of proposed construction

ALTERATIONS LEVEL 1 & 2: Provide Square footages AS PER 2020 EXISTING RESIDENTIAL CODE of NYS Appendix J:

Level 1 Alteration (Definition 602.1 EBNYS):

cosmetic work on existing, up to & including removing & replacing sheetrock & insulation.

Level 2 Alteration (Definition 603.1 EBNYS):

'Gutting' of interior walls and partitions: remove/replace structure, electrical, mechanical, plumbing

AFFIDAVIT OF PROPERTY OWNER

Must be filled out completely

OWNER & APPLICANT SIGNATURE(S) & PHONE NUMBER(S)

Owner signature and phone number MANDATORY; and Applicant info, if applicable

NOTARIZATION

Owner and Applicant signatures must be notarized by a NYS notary public

SUBMISSIONS REQUIRED WITH PERMIT APPLICATION:

I LEAD AGENCIES

LEAD AGENCY APPROVALS MUST BE SUBMITTED WITH PERMIT APPLICATION!

OWNER/APPLICANT RESPONSIBLE FOR DETERMINING IF APPROVALS REQUIRED FROM LEAD AGENCIES PRIOR TO BUILDING PERMIT APPLICATION SUBMISSION.

If applicable, submit copies of all required LEAD AGENCY APPROVALS--permits/drawings, decisions and/or letters of nonjurisdiction with Building Permit application. **MISSING LEAD AGENCY APPROVALS = INCOMPLETE APPLICATION**

LEAD AGENCIES & THEIR REQUIREMENTS INCLUDE BUT ARE NOT LIMITED TO:

- **NYS DEPT. OF ENVIRONMENTAL CONSERVATION (DEC)**
PERMIT OR LETTER OF NON JURIDICTION FOR ALL WORK LOCATED WITHIN 200 FEET OF WATER
- **NYS DEC/FEMA FLOODPLAIN PERMIT**
PROPERTIES LOCATED IN FLOODPLAIN MAY BE SUBJECT TO COMPLIANCE WITH NORTHPORT CODE CHAPTER 32. FLOODPLAIN ANALYSIS REQUIRED.
- **SUFFOLK COUNTY HEALTH DEPT. APPROVAL/PERMIT**
REQUIRED FOR ALL NEW HOUSES & WHEN ADDING BEDROOMS TO EXISTING DWELLING
- **TOWN OF HUNTINGTON PERMIT**
REQUIRED FOR DOCKS, BULKHEADS, PILINGS LOCATED IN T.O.H. WATERWAYS
- **ARCHITECTURAL REVIEW/HISTORIC REVIEW**
REQUIRED FOR PROPOSED CHANGES TO EXTERIOR OF DWELLINGS 100 YEARS OR OLDER. **SUBMIT HISTORIC REVIEW APPLICATION AT TIME OF BUILDING PERMIT SUBMISSION**
- **STEEP SLOPE PERMIT APPLICATION**
Steep Slope Permit from Planning Board required for work proposed on 10% or greater natural slope **SUBMIT SIMULTANEOUSLY AT TIME OF BUILDING PERMIT SUBMISSION**
- **ZONING BOARD OF APPEALS**
PROPOSED WORK NOT CONFORMING WITH CODE OF NORTHPORT ZONING REGULATIONS MAY SEEK VARIANCE RELIEF FROM THE ZBA. Letter of Denial issued by the Building Inspector required to file.

II. CONSTRUCTION DRAWINGS

(3) SETS OF PLANS & SPECS REQUIRED--(1) FULL-SIZE SET & (2) JOB-SIZE SETS, signed & sealed by NYS licensed design professional. **FOLD PLANS DO NOT ROLL. Plans to show conformance with 2020 BUILDING CODES OF NYS; show existing conditions, energy calculations all structure, floor plans, elevations, height calculation, electrical, plumbing & all comprehensive sections/details/notes necessary for construction & code conformance.**

SURVEY

Submit (2) copies of current guaranteed property survey with Surveyor's stamp, SCTax Map Number, and Date

SITE PLAN: (3) copies of survey or site plan showing:

- location of proposed construction drawn to scale
- all setbacks of proposed from property lines, dwelling, and other accessory structures.
- existing septic system
- erosion control measures to be installed during construction
- design and location of proposed drainage

STORM WATER CONTAINMENT

Northport recommends: 4" rainfall at 100% collection rate of the AREA OF ALL IMPERVIOUS SURFACES PROPOSED SUCH AS STRUCTURES, PATIOS & DRIVES. Provide the following calculations, drywell sizing, section/detail, location on site plan prepared by NYS licensed design professional.

ZONING ANALYSIS

Comparative Chart Analysis of Required/Existing/Proposed Structures as per the Code, Zoning Chapter 306. AFFIX TO FIRST PAGE OF PLANS (see attached sample)

HEIGHT ANALYSIS AS PER NORTHPORT DEFINITION

Provide height analysis as per Code of Northport Height Definition, Chapter 306, Definitions

*Accessory Building Height See Zoning Requirement Chart

STAINLESS STEEL FASTENERS REQUIRED STATEMENT

Construction requirements for ACQ/Copper –treated lumber: STAINLESS STEEL FASTENERS, STRAPPING, TECOS, NAILS, ET AL REQUIRED IN EXPOSED/EXTERIOR APPLICATIONS; as per the manufacturer's warranty and product/design criteria. **NO SUBSTITUTIONS PERMITTED.** INCLUDE THIS NOTE ON PLANS

III. ADDITIONAL FILING REQUIREMENTS & INFORMATION

FEES

Shall be determined by the Building Inspector as per Chapter 147 of the Code, Fee Schedule

CONTRACTOR AND ELECTRICIAN INSURANCES- MANDATORY

Proof of Liability Insurance Workers Compensation, and NYS Disability must be submitted naming the Inc. Village of Northport as certificate holder. Limits are:

- **GENERAL LIABILITY \$2M/\$1M**
- **WORKER'S COMPENSATION & DISABILITY-must be on either NYS Workers Comp Board form or State Fund.**
'ACORD' forms are not accepted. Contact NYS WC Board for information: 518-486-6307

CONTRACTOR AND ELECTRICIAN LICENSE-MANDATORY

Copy of Contractor's Suffolk County Home Improvement license & Suffolk County Electrician's license must be submitted

TAX ASSESSMENT

Northport Assessor's Office is notified upon permit issuance. The appropriate property tax increase shall be levied a year from the date of commencement of work.

PROPERTY OWNER/PERMIT BEARER RESPONSIBILITIES

The above-listed outline is provided as a guide for filing building permit applications ONLY. **The Property Owner/Permit Bearer is responsible for ALL stipulations, rules, and ordinances as stated in the Code of Northport, Chapter 106, Article 1, Sections-106-1 through 106-26.** The property owner/permit bearer & their contractor should familiarize themselves with all aspects of the Code of Northport regarding building/

Building Codes Online

2020 Building Codes of New York State:

<https://codes.iccsafe.org/codes/new-york>

The Code of Northport:

<https://ecode360.com/NO0083>

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Department of Buildings, Housing, and Code Enforcement

Contractors' Insurance Information

THE FOLLOWING FORMS ARE REQUIRED FOR LIABILITY, WORKERS' COMPENSATION, AND DISABILITY INSURANCE

1. LIABILITY INSURANCE WILL BE ACCEPTED ON THE ACORD FORM

2. WORKERS' COMPENSATION INSURANCE

Accepted on one of the following forms only*

Form C-105.2-Certificate of NY State Workers' Compensation Insurance Coverage

Form GSI-105.2 (2/02) Certificate of Participation in Workers' Compensation Group Board approved self-insurance

Form U-26.3-NY State Insurance Fund Certificate of Workers Compensation Insurance

3. DISABILITY INSURANCE

Accepted on the following form only*

Form DB-120.1-Certificate of Insurance Under the New York State Disability Benefits

Form DB-155 - Board-approved self-insured employers must obtain this form from Board's Self-Insurance Office

Certificate Holder:

Inc. Village of Northport
224 Main Street
Northport, NY 11768

EXEMPTION FORM — NEW FORM CE-200 For each and every new or renewed permit a signed and dated form with a certificate number must be submitted.

Note: Form CE-200 is an affidavit for New York Entities with No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage Is Not Required

Any questions can be directed to:

New York State Workers Compensation Board
220 Rabro Drive Suite 100
Hauppauge, New York 11788 866-681-5354
Website: www.wcb.ny.gov

CERTIFICATIONS ARE ONLY ACCEPTED ON INDIVIDUAL FORMS

*With valid expiration dates

APPLICATION FOR BUILDING PERMIT

VILLAGE OF NORTHPORT, SUFFOLK COUNTY, NY

BUILDING PERMIT NO. _____ **ZBA No.** _____ **Arch. Rvw No.** _____ **FEE \$** _____
DATE RECEIVED _____ **Planning Bd. No.** _____ **NYSDEC No.** _____ **CO/CC** _____
DATE APPROVED _____ **Steep Slope No.** _____ **NYSDOT No.** _____ **TOTAL \$** _____
DIRECTOR _____ **Historic Rvw. No.** _____ **SCHD No.** _____
ZONE _____ **SCTM #0404** **SECTION** _____ **BLOCK** _____ **LOT(S)** _____

DATE OF INITIAL CONSTRUCTION:

PRINCIPAL BUILDING _____ ACCESSORY BUILDING(S) _____ IF 100 YEARS OR OLDER, HISTORIC REVIEW

APPLICATION MUST BE SUBMITTED SIMULTANEOUSLY WITH BUILDING PERMIT APPLICATION

Submit documentation of age & photos of each elevation with this application

LOCATION OR ADDRESS _____

Existing Buildings Used for: Residential _____ Commercial _____ Industrial _____

Proposed Construction:

Residential Garage Commercial Industrial Other Accessory Structure
 New Building Alteration Fire Damage Fireplace Other _____

Proposed Project and Use: _____

ESTIMATED COST OF PROJECT \$ _____

EXISTING BUILDING, square footages:

Basement _____ S.F. 1st Floor _____ S.F. 2nd Floor _____ S.F. 3rd Floor _____ S.F. Garage _____ S.F. Porch _____ S.F. (Other) _____ S.F.

PROPOSED (NEW OR ADDITION), square footages:

Basement _____ S.F. 1st Floor _____ S.F. 2nd Floor _____ S.F. 3rd Floor _____ S.F. Garage _____ S.F. Porch _____ S.F. (Other) _____ S.F. Retaining Walls _____ L.F.

ALTERATION S.F.'s as per NYS 2020 ICC Existing Building Code (Commercial) or IRC Residential Code Appendix J:

Level 1 _____ S.F. Level 2 _____ S.F. Level 3 _____ S.F.- Commercial Only

NOTES:

- The 2020 IBEC/IRC, NYS Supplement and the Code of Northport are imposed as conditions on issuance of a Building Permit.
- Building Permit issued subject to Section 125 of General Municipal Law requiring Compliance with the Mandatory coverage provisions of the Worker's Compensation Law. Proof of Compliance must be submitted for issuance of Permit.
- Improvement contractors must be licensed pursuant to the code of Suffolk County prior to the issuance of a building permit. Plumbers must be licensed by the Town of Huntington (Chapter 153) and electricians licensed by Suffolk County. Electricians must provide separate Workers Comp.
- The owner shall indemnify and hold the municipality harmless and defend against any claim of liability or loss including the cost of defense for personal injury or property damage resulting from or arising directly or indirectly out of or resulting from the permit holders' operations within the municipality, including losses arising out of the negligent acts or omissions of the contractor, its servants or agents, and any subcontractors, its servants or agents

AFFIDAVIT OF PROPERTY OWNER

STATE OF NEW YORK) SS:
COUNTY OF SUFFOLK)

Property in Name of (Individual or Corporation) PLEASE PRINT _____

Deposes and says: That he/she resides at _____ in the State of _____ Zip Code _____ that he is the owner in fee of all that certain lot, piece or parcel of land shown on the attached survey situate, lying and being within the Incorporated Village of Northport; that the work proposed to be done upon the said premises will be done in accordance with the approved application and accompanying plans, of which he is totally familiar; and that he/she, by making this application for a building permit, agrees to accept responsibility for adherence to all applicable codes, rules, & laws by him/herself and their agents.

_____, being duly sworn, deposes and says that he is duly authorized by the aforesaid owner Name of Applicant (PLEASE PRINT) to make application for a permit to perform said work in the foregoing application and accompanying plans, and all the statements herein contained are true to deponent's own knowledge.

(If Corporation, give name of Corporation office and address of its responsible officers)

And the undersigned is authorized to make this application on behalf of said owner.

Owner _____
Signature _____

Address _____

Phone _____

Sworn t before me this _____ day

Of _____, 20_____

Applicant _____
Signature _____

Address _____

Phone _____

Notary Public

Village of Northport

INCORPORATED 1894

224 MAIN STREET
P.O. BOX 358
NORTHPORT, NEW YORK 11768
631-261-7502

ABOUT YOUR BUILDING PERMIT

A Village of Northport Building Permit is active for one year, expiring one year from the date of issue BUT it is conditionally renewable for a maximum of two additional one year periods.

The owner and/or applicant is responsible to see that all conditions under which the permit is issued are met.

The owner and/or applicant is responsible to call for the construction inspections appropriate to the project as per Inspection Checklists issued with permits.

Certificates of Occupancy (C.O.) or Certificate of Compliance (C.C.) is required for all work for which a permit; building, plumbing, demolition, generator, solar panels or swimming pool is issued. A C.O. or C.C. may only be issued after a properly completed ACTIVE permit project.

Whenever you have any questions regarding building permits, please call the Building Department at 261-4145.

**** CALL BEFORE YOU DIG ****
**** IT'S THE LAW ****

**NYS Industrial Code Rule 53 Mandates 2-10 business days notice
prior to excavation.**

For utility notification dial toll free 1-800-272-4480

PERMIT EXPIRES ONE YEAR FROM DATE OF ISSUE