

Date Received Code Compliance Stamp

**TOWN OF NEWBURGH  
SEPTIC PERMIT APPLICATION**  
21 Hudson Valley Professional Plaza  
Newburgh, NY 12550  
Ph: (845)564-7801 Fax: (845)564-7802  
**(Please Print)**

Permit #: \_\_\_\_\_  
Tracking #: \_\_\_\_\_  
Fee: \$ \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
  
(OFFICE USE ONLY)

JOB LOCATION: \_\_\_\_\_

S.B.L.: \_\_\_\_\_ CONSTRUCTION COST: \_\_\_\_\_

OWNER:	APPLICANT? Y / N	CONTRACTOR:	APPLICANT? Y / N
ADDRESS:		ADDRESS:	
CITY/STATE/ZIP:		CITY/STATE/ZIP:	
PHONE:		PHONE:	
CONTACT EMAIL:		CONTACT EMAIL:	

DESCRIPTION OF WORK TO BE PERFORMED:

---

(CHECK ALL THAT APPLIES):

- |   |  |
|---|--|
| <input type="checkbox"/> NEW              | <input type="checkbox"/> REPAIR          |
| <input type="checkbox"/> SEPTIC TANK ONLY | <input type="checkbox"/> LEACH FIELD     |
| <input type="checkbox"/> SEEPAGE PITS     | <input type="checkbox"/> COMPLETE SYSTEM |
| <input type="checkbox"/> OTHER _____      |  |

PERMIT FEES:

\$100.00 NEW RESIDENTIAL  
\$200.00 NEW COMMERCIAL  
\$50.00 REPAIRS  
**PRIOR BUILT: RES. \$50.00  
COMM. \$200.00**

- NO WORK IS TO BE STARTED WITHOUT AN ISSUED SEPTIC PERMIT.
- ALL APPLICATIONS MUST BE ACCOMPANIED BY A SURVEY SHOWING ALL EXISTING OR PROPOSED STRUCTURE(S) AND SEPTIC SYSTEM.
- ONE COMPLETE SET OF PLANS & SPECIFICATIONS MUST BE FILED WITH THIS APPLICATION.
- PROOF OF OWNERSHIP
- PROOF OF LIABILITY INSURANCE, LIST TOWN OF NEWBURGH AS CERTIFICATE HOLDER.
- PROOF OF NYS WORKERS COMPENSATION INSURANCE OR EXEMPTION FORM, LIST TOWN OF NEWBURGH AS CERTIFICATE HOLDER.
- PROOF OF NYS DISABILITY INSURANCE, IF APPLICABLE.
- ANY CHANGES TO THE ORIGINAL PLANS MUST BE APPROVED IN WRITING BY THE BUILDING INSPECTOR.
- INDIVIDUAL RESIDENTIAL SYSTEMS MUST BE DESIGNED IN ACCORDANCE WITH APPENDIX 75-A AND THE NYSDOH DESIGN HANDBOOK.
- COMMERCIAL SYSTEMS MUST BE DESIGNED IN ACCORDANCE WITH THE APPROPRIATE NYSDEC GUIDELINES.
- APPROPRIATE FEES ARE REQUIRED TO BE SUBMITTED WITH THE APPLICATION.

THE UNDERSIGNED CERTIFIES THAT THE PLANS AND SPECIFICATIONS AS FILED ARE IN ACCORDANCE WITH THE APPROPRIATE REGULATIONS AS STATED ABOVE AND AGREES THAT ALL WORK AND MATERIALS SHALL BE IN STRICT CONFORMITY WITH THE RULES AND REGULATIONS GOVERNING SEPTIC SYSTEMS. THE PERSON SIGNING THIS APPLICATION AGREES TO NOTIFY THE BUILDING INSPECTOR AS NEEDED FOR THE REQUIRED INSPECTION(S). FAILURE TO DO SO MAY RESULT IN LEGAL ACTION AND POSSIBLE FINES.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**SITE CONDITIONS**

- 1) NUMBER OF BEDROOMS: \_\_\_\_\_, FULL BATHROOMS \_\_\_\_\_, HALF BATHROOMS \_\_\_\_\_
  - 2) ANY NEW BEDROOMS PROPOSED: \_\_\_\_\_, IF YES HOW MANY? \_\_\_\_\_
  - 3) SEPTIC TANK CAPACITY: \_\_\_\_\_ GALLONS, LINEAL FEET OF LEACH FIELD \_\_\_\_\_ FEET.
  - 4) IS THERE A GARBAGE GRINDER: \_\_\_\_\_, ARE THERE ANY PROPOSED: \_\_\_\_\_
  - 5) IS THERE A HOT TUB/SPA OVER 100 GALLONS: \_\_\_\_\_, IS THERE ONE PROPOSED: \_\_\_\_\_
  - 6) SOURCE OF WATER SUPPLY: PUBLIC \_\_\_\_\_, PRIVATE WELL \_\_\_\_\_, OTHER \_\_\_\_\_
  - 7) IF INSTALLING A LEACH FIELD, LIST TYPE: \_\_\_\_\_
- 

From the: Individual Residential Wastewater Treatment Systems Design Handbook  
By the: New York State Department of Health

TABLE 3

MINIMUM SEPTIC TANK CAPACITIES

Number of Bedrooms	Minimum Tank Capacity (Gallons)	Minimum Liquid Surface Area (sq. ft.)
1, 2, or 3	1,000	27
4	1,250	34
5	1,500	40
6	1,750	47

Note: Tank size requirements for more than six bedrooms shall be calculated by adding 250 gallons and seven square feet of surface area for each additional bedroom. A garbage grinder shall be considered equivalent to an additional bedroom for determining tank size. A hot tub / spa should be considered equivalent to an additional bedroom for determining tank size.

**LICENSED PROFESSIONAL CERTIFICATION NOTES FOR ON-SITE WASTEWATER TREATMENT SYSTEMS**

**DESIGN**

"I hereby certify to the Town of Newburgh that the sewerage system depicted on this plat has been designed in accordance with the New York State Public Health Law and all law promulgated thereunder."

**AFTER INSTALLATION**

"I hereby certify to the Town of Newburgh that the sewerage system depicted on this plat has been designed and installed in accordance with the New York State Public Health Law and all law promulgated thereunder."

**(PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION)**

From the: Individual Residential Wastewater Treatment Systems Design Handbook  
By the: New York State Department of Health

TABLE 2

**REQUIRED SEPARATION DISTANCES FROM WASTEWATER SYSTEM COMPONENTS**

System Components	Well (f) or Suction Line	To Stream, Lake, Watercourse (b), or Wetland	Dwelling	Property Line	Drainage Ditch (b), (g)
House Sewer (Watertight Joints)	25' if cast iron or PVC with o-ring joints, 50' otherwise	25'	3'	10'	---
Septic Tank	50'	50'	10'	10'	10'
Effluent Line to Distribution Box	50'	50'	10'	10'	10'
Distribution Box	100'	100'	20'	10'	20'
Absorption Field	100' (a)	100'	20'	10'	20'
Seepage Pit	150' (a)	100'	20'	10'	20'
Dry Well (Roof and Footing)	50'	25'	20'	10'	10'
Raised or Mound System ( c )	100' (a)	100'	20'	10'	20'
Intermittent Sand Filter ( c )	100' (a)	100'	20'	10'	20'
Evapotranspiration-Absorption System ( c )	100' (a)	50'	20'	10'	20'
Composter	50'	50'	20'	10'	10'
Sanitary Privy Pit	100'	50'	20'	10'	20'
Privy, Watertight Vault	50'	50'	20'	10'	10'

**NOTES:**

- (a) When sewage treatment systems are located in coarse gravel or upgrade and in the general path of drainage to a well, the closest part of the treatment system shall be 200 feet away from the well.
- (b) Mean high water mark.
- (c) For all systems involving the placement of fill material, separation distances are measured from the toe of slope of the fill.
- (d) Any water service line under pressure (i.e. public water supply main, household service line, well to household service line) located within ten feet of any absorption field, seepage pit or sanitary privy shall be installed inside a large diameter water main to protect the potable water supply.
- (e) Any water service line under pressure (i.e. public water supply main, household service line, well to household service line) crossing a sewer shall be installed with one full length of water main centered above the sewer so both water connecting joints are as far as possible from the sewer. Section 8.6 of the GLUMRB Recommended Standards for Water Works, shall be followed for separation of water mains, sanitary sewers and storm sewers.
- (f) The minimum separation distance between a septic tank and a community type public water supply well should be 100 feet. Distribution boxes and absorption facilities (e.g., absorption trenches / beds, seepage pits, raised systems, mound systems, etc.) should be located at least 200 feet from community type public water supply wells.
- (g) Recommended separation distances.