

PUTNAM COUNTY
DEPARTMENT OF HEALTH
DIVISION OF ENVIRONMENTAL HEALTH SERVICES

PROCEDURES & POLICIES
FOR
HOUSE ADDITIONS

Bulletin HA-1

cw/proceduremanual/HA-1

May 2009

Revised November 2011
Revised January 16, 2013

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PUTNAM COUNTY DEPARTMENT OF HEALTH DIVISION OF ENVIRONMENTAL HEALTH SERVICES

***PRE-1978 HOME CONSTRUCTION WARNING ABOUT LEAD BASED PAINT**

Did you know that many homes built before 1978 have lead-based paint? In general, the older your home, the more likely it has lead-based paint. Lead can be found on surfaces inside and outside of the house. Lead from paint, chips, and dust can pose serious health hazards to you and your family.

Disturbing surfaces with lead-based paint during renovation, restoration and repair or removing lead-based paint improperly can increase the danger to your family

Lead is especially dangerous to children under the age of 6. At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.

Furthermore, women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

If you are planning renovations on a home constructed prior to 1978 call the Putnam County Department of Health Environmental Health Services at 845-808-1390 and ask for a Lead Team Member to provide information on safe renovations.

Also see Appendix D for additional "Lead Poisoning Prevention Guidance."

1.0 INTRODUCTION

The Putnam County Department of Health (the "Department"), Division of Environmental Health services has developed this detailed guide for submission requirements, policies and procedures relative to approval of house additions. The Department must review and approve all proposed house additions prior to construction. The following is a description of the requirements of the Department for submission of an application for a house addition. The Department may require additional information or procedures as considered necessary, based upon engineering review of a project. **Professional architectural house plans are not required for addition approvals by the PCDOH and it is strongly advised that architectural house plans not be obtained prior to approval by the PCDOH. A pre-submission conference with the PCDOH staff is also strongly advised.**

2.0 ADDITION GUIDELINES & PARAMETERS

1. The Department must review all proposed additions, which will result in an increase in living area.
2. A complete tear down and rebuild of an existing residence will be reviewed on a case by case basis.

3. Adding any or a potential bedroom(s) to a house requires a Department construction permit for the expansion or complete replacement of the SSTS. The Department will determine the need for complete replacement of the SSTS based upon the age and condition of the existing septic system.
4. Houses destroyed by fire or other catastrophic event will be permitted to be rebuilt, in kind, if they meet building department criteria for grandfathering.
5. Houses which will not be rebuilt in the same footprint or do not meet building department criteria for grandfathering may require a permit for a new SSTS. If the subject lot is listed or determined to be vacant, than a new SSTS meeting current code requirements must be provided.
6. Any addition which is considered an increase in the potential bedroom count requires a formal approval of SSTS plans (Construction Permit) by the Department and plans are to be prepared by a Professional Engineer or Registered Architect in accordance with applicable sections of the Putnam County Sanitary Code, unless the SSTS is presently designed for the proposed number of bedrooms. The plans shall provide for the installation of additional and/or new SSTS area meeting present code requirements. (See PCHD Bulletin ST-19).
7. A proposed house addition shall not reduce the size of the existing SSTS reserve area. An addition which encroaches upon the existing SSTS or reduces the SSTS expansion area will require a formal Department approval (see # 6 above).
8. The Department does not object to reducing the number of bedrooms in a house since SSTS sizing is determined by the number of bedrooms. The addition of rooms such as dens, offices, libraries, exercise rooms, studies, bonus/unfinished rooms, etc. may be considered as potential bedrooms, and each will be reviewed on a case by case basis by the Department.

The determination of whether a proposed room addition to a house is considered a potential bedroom will be made by Department staff based upon:

- location of the room in the house
- size of the room
 - a. Accessory rooms such as dens, libraries, studies, computer rooms, offices, sewing rooms, etc. may be considered potential bedrooms.
 - b. Large bedrooms, greater than 24 feet by 10 feet, which may easily be divided by a partition wall, may be considered two potential bedrooms.
 - c. Storage areas or unfinished portions of the addition may also be considered potential living area and/or bedrooms..
 - d. The partitioning of basements may result in the added rooms as being considered potential bedrooms.
 - e. The renaming of a bedroom may not necessarily negate its potential use as a bedroom and will be considered on a case by case basis by the Department.
 - f. Rooms which will not be considered a potential bedroom must meet one of the following criteria.
 - i. If the room has a floor area less than 70 square feet.
 - ii. If the room has a horizontal dimension less than 7 feet.
 - iii. If the room in question can only be accessed through another room with no other means of potential egress, one

of the rooms will be considered a potential bedroom, if the dimension criteria for a potential bedroom is met or exceeded by one or both rooms.

- g. For houses with current code SSTS's, excluding repairs, which were approved without a waiver after December 31, 1989, the Department will allow the following rooms on the first floor of the house: living room, dining room, kitchen, family room and home office/study. Any other rooms beyond those listed above will be considered a potential bedroom except for rooms which meet the criteria in item "f".
9. Any addition which does not result in an increase in the number of bedrooms will require the submission of plans (to scale), prepared by the property owner, showing the entire existing and proposed house floor plan with each room labeled. Once the review has been completed, the plans will be stamped by the Department noting the number of bedrooms, including potential bedrooms. If the number of bedrooms remains the same as existing, no further expansion of the SSTS will be required, provided the existing SSTS is functioning properly. The Department will issue a letter indicating the total number of existing bedrooms and that no expansion of the SSTS area will be required and that any other permits or variances required are the jurisdiction of the local municipality. If however, it is determined that an increase in potential bedrooms is proposed, then refer to #6 on the previous page. Any previous repairs which have been done on the SSTS which do not meet current code requirements do not count towards the SSTS capacity when an addition increases the bedroom count.
10. The existing SSTS must be functioning satisfactorily for an addition approval to be granted by the Department.
11. The SSTS design flow for additions that show multiple kitchens, existing or proposed, will be increased by 200 gpd for each additional kitchen over one.
12. The legal bedroom count form must be completed by the Town Building Department, even in the case where a Certificate of Construction Compliance has been issued by the Department.
Any addition not covered in the general outline above will be handled on a case by case basis.

3.0 SUBMITTAL PROCEDURES

Prior to the construction of a building addition, plans for the proposed work must be reviewed and approved by the Department. The submission requirements for an addition permit are as follows:

- a) Addition Application (Appendix A)
- b) Permit application fee of \$100.00 (**Certified Check or Money Order** made payable to Putnam County Health Department). Note, if the addition application requires a new SSTS, the fee is \$500.00 (\$100.00 for the addition application plus \$400.00 for the SSTS review).

- c) One (1) set of house plans, drawn to scale, showing only the existing conditions. All living areas, including basement, are to be shown on the plan(s). The use and dimensions of each room are also to be provided on the plan. The plan is to include the applicant's name, street address, town, and tax map number. Please refer to Appendix C for an example. **The plan does not need to be prepared by a design professional.**
- d) Two (2) sets of house floor plans, drawn to scale showing the proposed building addition. All living areas, including basement, are to be shown on the plans. The use and dimensions of each room are also to be provided on the plan. The plan is to include the applicant's name, street address, Town and tax map number. Please refer to Appendix C for an example. **The plans do not need to be prepared by a design professional.**
- e) The "Town Legal Bedroom Count and Proposed Addition Status" form (Appendix B) is to be completed by the Town Building Department.
- f) A copy of the property survey showing the existing house, well and SSTS and proposed building addition, drawn to scale.

APPENDIX A

ALLEN BEALS, M.D., J. D.
Commissioner of Health



MARYELLEN ODELL
County Executive

ROBERT MORRIS, P.E.
Director of Environmental Health

DEPARTMENT OF HEALTH

1 Geneva Road, Brewster, New York 10509

Phone # (845) 808-1390

ADDITION APPLICATION - RESIDENTIAL ONLY

PCHD# _____

Owner's Name: _____ Owner's Phone #: _____

Site Address: _____ Town: _____ Tax Map # _____

Owner's Mailing Address: _____

Owner's Signature: _____

Description of Proposed Addition: _____

*Number of existing bedrooms: _____ Total number of bedrooms (existing + proposed): _____

* (FROM CERT. OF OCCUPANCY OR CERTIFICATION FROM BUILDING INSPECTOR)

**Any addition which is considered a bedroom requires formal approval of plans (Construction permit) prepared by a Professional Engineer or Registered Architect in accordance with applicable sections of the Putnam County Sanitary Code.

Please submit this form and the following to Putnam County Department of Health, 1 Geneva Rd, Brewster, NY 10509, Phone: (845) 808-1390.

1. **Certified check** or **money order** for \$100.00.
2. **Two sets** of sketches of existing floor plan (drawn to scale, **all living area including basement**, to be shown and dimensioned and use of each room specified). (See Section 3.c of Bulletin HA-1)
3. **Two sets** of proposed floor plans (drawn to scale – with name, street and tax map #)
* Non-professional sketches are acceptable and preferred. (See Section 3.d of Bulletin HA-1)
4. Copy of survey showing all well and septic locations on the subject property to the best of your knowledge. Contact this office with any questions.
5. Copy of Certificate of Occupancy from the Town or Certification from the Building Department with legal bedroom count of dwelling.

OFFICE USE
COMMENTS

APPENDIX B

Town Legal Bedroom Count & Proposed Addition Status

Re: _____ (Owner's Name)

Tax Map # _____

Address: _____

Town: _____

Year Built: _____

According to records maintained by the Town, the above noted dwelling,

is _____ in compliance with Town Code.

Is not _____ in compliance with Town Code.

The Legal Bedroom Count is: _____

This information has been obtained from:

Certificate of Occupancy: _____

Other: _____

The plans for the proposed addition are considered:

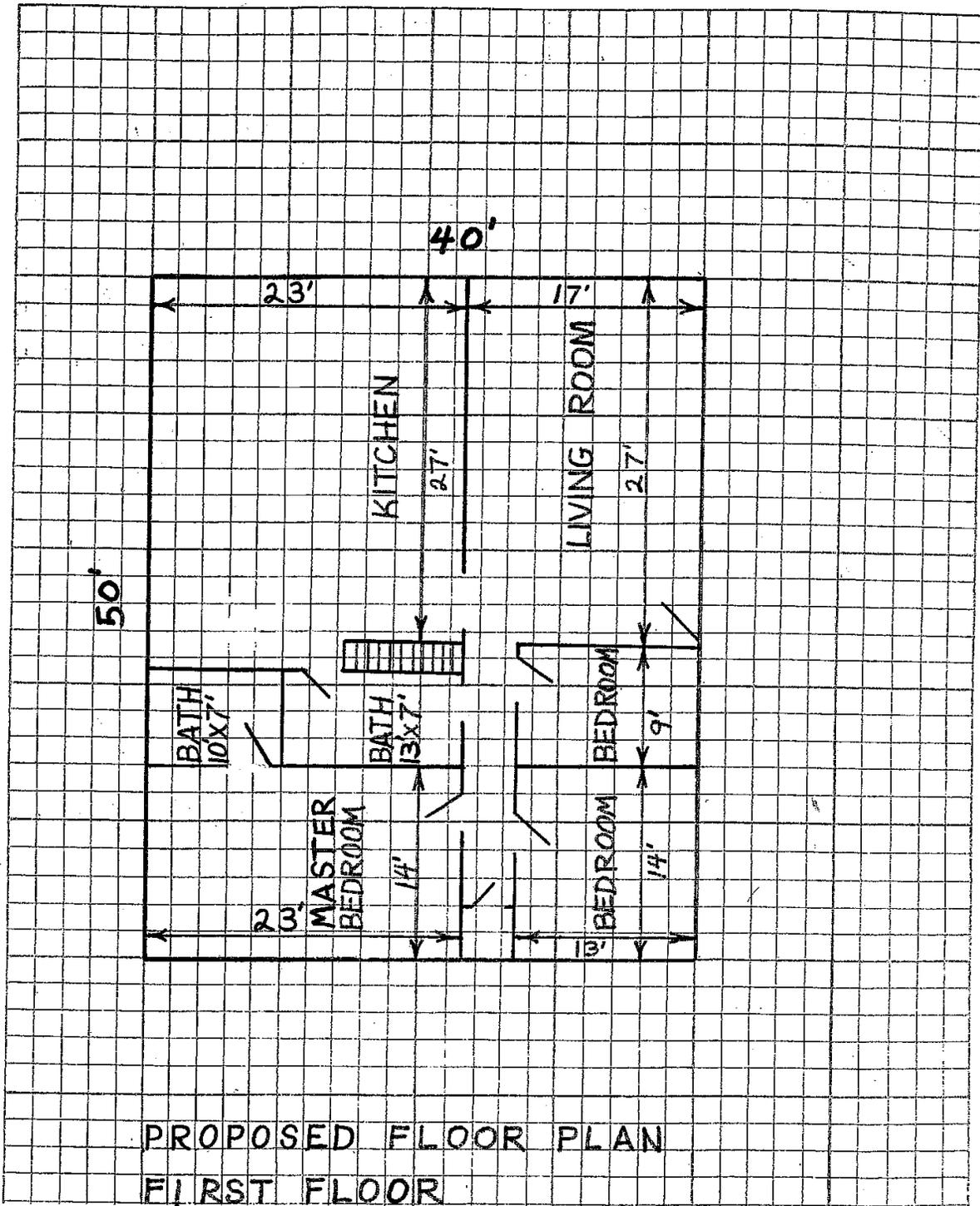
_____ Addition to existing house only

_____ Teardown and/or re-build allowed under Town Regulations

Building Inspector

Date

APPENDIX C



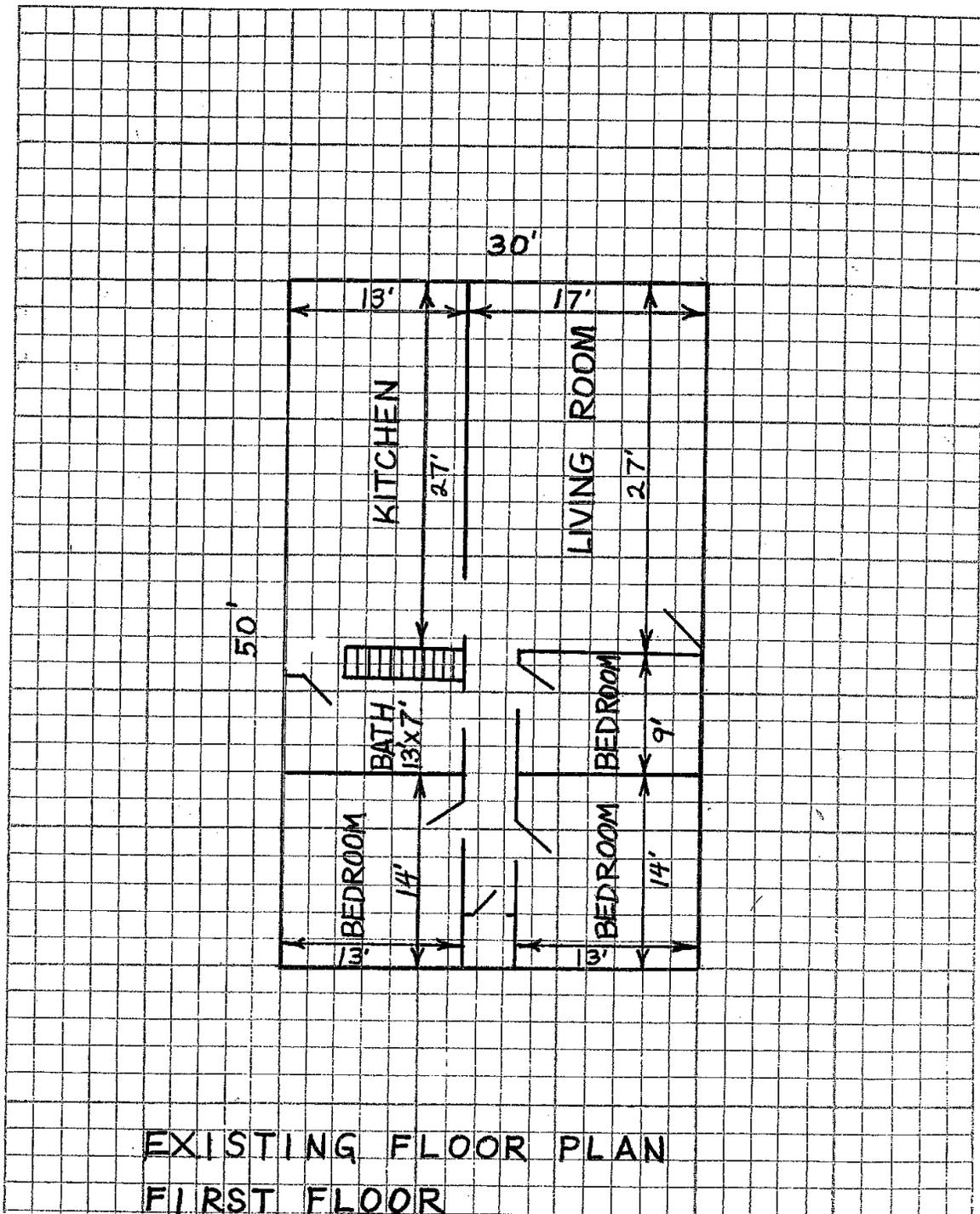
Property Address: 33 Oak Street, Carmel 10541

TM# 99-1-21

Name: Smith



1 square = 2 feet



Property Address: 33 Oak Street, Carmel 10541

TM # 99-1-21

Name: Smith



1 square = 2 feet

APPENDIX D

Lead Poisoning Prevention Guidance

- Was the house built before 1978? **IF SO**
- Have there been renovations/or are renovations planned?
- If there are young children in the home under age 6, have they had a LEAD blood test?
- If a blood test has not been done, please speak to your Primary Care Provider to have a LEAD blood test done. If it is elevated, our lead team will be notified, and we will contact you.
- If you do not have a Primary Care Provider, please contact the Health Department at 845-808-1390, ext. 43241 or 43126 and we can help to arrange a Lead blood test at no charge.
- It is a NYS mandate that lead blood test be done at age 1 and 2.
- If you are planning renovations. Call the Putnam County Department of Health Environmental Health Services at 845-808-1390 and for a Lead Team Member for information on safe renovations.