



**PUTNAM COUNTY**  
**DEPARTMENT OF HEALTH**  
**DIVISION OF ENVIRONMENTAL HEALTH SERVICES**

**PROCEDURES & POLICIES**  
**FOR**  
**HOME REPLACEMENTS**  
**AND BEDROOM ADDITIONS**

**Bulletin HA-1**

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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 replacements and bedroom additions . The Department must review and approve all proposed house replacements and bedroom additions prior to construction. **However, before submitting the application to the Department, all applications are to be submitted to the Town Building Inspector/Department. After reviewing the application, the Building Inspector/Department will determine as per 2.0 below (Addition Guidelines and Parameters), if the application needs to be submitted to the Department of Health.** The following is a description of the requirements of the Department for submission of an application for a bedroom addition/home replacement. The Department may require additional information or procedures as considered necessary, based upon engineering review of a project.

**2.0 ADDITION GUIDELINES & PARAMETERS**

1. The addition application and plans are to be submitted to the Building Inspector. The Building Inspector will determine if the addition creates additional bedrooms or if the application is for a home replacement.
2. If the Building Inspector determines a bedroom will be created, the applicant will be sent by the Building Inspector to the PCDH to request SSTS information for the subject property. The PCDH will research its records to obtain SSTS information on file for the subject property. The PCDH will inform the applicant if the SSTS is large enough for additional bedrooms or options for an application to enlarge and/or replace the SSTS to match the proposed number of bedrooms if the SSTS is not large enough or no file exists for the subject property. Refer to #5 and #6 below.

3. If the Building Inspector determines the home is being replaced, refer to #7 below.
4. If the Building Inspector determines there is no increase in the number of bedrooms, the Building Inspector proceeds per normal Building Department procedure for addition reviews. No submission to the PCDH will be required.
5. Any addition to a house built prior to 1989, 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 potential 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).
6. Any addition to a house built after 1989 which is considered an increase in the potential bedroom count may require formal approval of SSTS plans (Construction Permit) by the Department depending on the number of additional potential bedrooms. If the number of additional potential bedrooms is one, then the existing septic system fields should be large enough to support the additional potential bedroom and only the septic tank needs to be upgraded to match the number of bedrooms. (e.g. 3 bedroom - 1,000 gallon tank, 4 bedroom – 1,250 gallon tank, 5 bedroom - 1,500 gallon tank, etc . . . ) The septic tank can be upgraded under our Repair Program (a repair permit is required) and must be installed by a Putnam County Licensed Septic System Contractor. If the number of additional potential bedrooms is greater than one, then formal SSTS plans designed by a Licensed Professional Engineer or Registered Architect are required in accordance with applicable sections of the Putnam County Sanitary Code.
7. A complete tear down and rebuild of an existing residence or a home replacement due to fire or other catastrophic event will require a septic system evaluation by a licensed design professional (**NYSDOH 75-A, Residential Onsite Wastewater Treatment Systems, FACT SHEET #1, See Appendix A**). The evaluation must document if the existing septic system complies with applicable state and local design standards (current code). If the existing septic system meets current code or if it doesn't meet current code but is already a "best fit" design, then the existing septic system does not need to be altered. If the existing septic system does not comply with current code, and is not a "best fit" design, the design professional shall prepare plans and oversee the installation of a current code system or if current code is not attainable, a "best fit" design.
8. 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 # 5 above).

### **3.0 SUBMITTAL PROCEDURES**

If the Building Inspector determines an increase in bedroom(s) or a home replacement, the following are the submittal requirements:

- a) Addition Application (Appendix B)
- b) Permit application fee to be determined by the PCDH. Fee will be either for a SSTS repair (\$150) or a new SSTS that meets current code (\$500). (Checks to be made payable to Putnam County Health Department).
- c) If the application is for an increase in the bedroom count, please refer to Section 2.0.5 and 2.0.6 for SSTS submittal requirements.
- d) If the application is for a home replacement, please refer to section 2.0.7 for SSTS submittal requirements.
- e) The “Town Legal Bedroom Count and Proposed Addition Status” form (Appendix C) is to be completed by the Town Building Department.

## APPENDIX A

## APPENDIX B



**Department of Health**  
 1 Geneva Road, Brewster, New York 10509  
 (845) 808-1390



MaryEllen Odell  
 County Executive

Michael J. Nesheiwat, M.D.  
 Commissioner of Health

**HOUSE REPLACEMENT/BEDROOM ADDITION APPLICATION**

PCDOH # \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's Phone #: \_\_\_\_\_

Site Address: \_\_\_\_\_ Town: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_

\*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, money order, business check or personal check** for \$150.00 (repair permit) or \$500.00 (construction permit)
2. **Application for an SSTS Repair or SSTS new construction (current code).**
3. Certification from the Building Department with legal bedroom count of dwelling (Appendix C – Form # LBC-16).

OFFICE USE  
COMMENTS

Revised June 2019

## APPENDIX C



**Department of Health**  
 1 Geneva Road, Brewster, New York 10509  
 (845) 808-1390



MaryEllen Odell  
 County Executive

Michael J. Nesheiwat, M.D.  
 Commissioner of Health

**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,

The Existing Legal Bedroom Count is: \_\_\_\_\_

Total Bedroom Count with Proposed Addition 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

Comments:

\_\_\_\_\_  
 Building Inspector

\_\_\_\_\_  
 Date

Form # LBC-16  
 Rev. Oct. 2016  
 Rev. June 2019



Department of Health  
1 Geneva Road, Brewster, New York 10509  
(845) 808-1390

MaryEllen Odell  
County Executive

Michael J. Nesheiwat, M.D.  
Commissioner of Health

## 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.