

## 2012 Year End Report of Building Department Activity

1. This report regards Building Department activities during the period between January 1, 2012 and December 31, 2012 relative to the **Town of Highlands** (issued 2/06/13).

### II. Year End Summary

#### A. Permits issued

1. Building Permits: 98, plus 2 renewals
2. Operational Permits: 25
3. Burning Permits: 2
4. Blasting Permits: 0
5. Demolition Permits: 2
6. Erosion Control Permits: 1

#### B. Certificates Issued

1. Certificate of Occupancy: 5
2. Certificate of Compliance: 39
3. Certificate of Fire Code Compliance: 96
4. Village Landlord Registrations: 140

#### C. Complaints/Violations/Notices

1. Complaints received/observed: 443
2. Complaints investigated: 443
3. Violation/Advisory Notices: 367
4. Periodic inspection due Notices: 229
5. Village Landlord Registration notices: 68
6. Stop Work Orders: 3
7. Buildings Declared Unsafe: 3
9. Deficiencies Notices: 118

#### D. Inspections

1. Permit/construction inspections: 330 +/-
2. Complaint investigations/follow-ups: 766 +/-
3. Fire-Safety inspections/follow-ups: 266 +/-
4. Soil Erosion/site development: 61 +/-

#### E. Planning & Zoning

1. Town Planning Board applications: 8
2. Village Planning Board applications: 2
3. Consolidated Zoning Board applications: 9
4. Attendance of Town Planning Board meetings: 10+/-
5. Attendance of Village Planning Board meetings: 9+/-
6. Attendance of Consolidated Zoning Board meetings: 11+/-

F. Miscellaneous

1. Re-sale or re-finance searches performed: 58
2. Code Enforcement in-service training: 50+/- hours
3. F.O.I.L. requests fulfilled: 8 +/-
4. MS-4 Stormwater management enforcement
5. E-911 address submissions and reviews for County Emergency Management
6. Hurricane Sandy damage inspections and assessments
7. Compiled abandoned building listing for Village Fire Dept.
8. Input offered on proposals for local Town & Village code modifications
9. Attended Village department head meetings and Village & Town Board Meetings as requested
10. Sewer Points adjustments and proposal for changes
11. Water Points assignments and support for Water District #2 project
12. Complied with NYS Dept of State requirements for 2011 annual Code Enforcement report
13. Interviewed and hired for vacant Building Inspector/Code Enforcement position.



New York State Department of State  
 Division of Code Enforcement and Administration  
 99 Washington Avenue, Suite 1160  
 Albany, NY 12231  
 Phone: (518) 474-4073 FAX: (518) 486-4487  
 www.dos.state.ny.us

Submit by Email

Print Form

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 Reporting Year: 2012

19 NYCRR PART 1203

UNIFORM CODE: MINIMUM STANDARDS FOR ADMINISTRATION AND ENFORCEMENT

**LOCAL GOVERNMENT**

Uniform Code Administration and Enforcement Report

**GENERAL INFORMATION**

Municipality Village of Highland Falls Name of Code Official John C. Hager  
 City/Town/Village or County Village Title of Code Official Construction Inspector  
 Address 254 Main Street Code Official DOS Certification # 0107-7011B (NY0003672)  
 Address Highland Falls, NY Hours worked per week: 40 (split Village & Town)  
 Zip/Postal Code 10928 Phone Number: (845) 446-4280 ext. 316  
 County: Orange E-mail Address: jhager@townofhighlands.com

To list additional Code Enforcement Officials enforcing the Uniform Code within your municipality, please use page 6 of this form

**CODE ENFORCEMENT**

1a. Are third-party contracted services used to meet the requirements of 19 NYCRR Part 1203?  2a. Does the fire department perform fire safety inspections?   
 1b. If Yes, does the third-party meet the educational requirements of §1203.2(e)(1)?  2b. If No, who is responsible for fire safety inspections?

19 NYCRR PART 1203.2

**LOCAL LAW, ORDINANCE, REGULATION**

Please list the local law, ordinance or other appropriate regulation that provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code and Energy Conservation Construction Code in this municipality:

19 NYCRR PART 1203.3(a)

**BUILDING PERMITS** (Number of permits issued for this reporting year)

3. New One- or Two-family dwellings:	<input type="text" value="1"/>	7. Additions, alterations or repairs on existing dwellings and residential buildings or occupancies:	<input type="text" value="35"/>
4. New Commercial/Industrial buildings:	<input type="text" value="0"/>	8. Additions, alterations or repairs on existing commercial/industrial/hazardous buildings:	<input type="text" value="11"/>
5. New Hazardous (H) occupancies:	<input type="text" value="0"/>	9. All other permits (pools, sheds, decks, plumbing, HVAC, etc.):	<input type="text" value="13"/>
6. New Residential (R) occupancies: (not including One- or Two-Family)	<input type="text" value="0"/>	10. Number of Certificates of Occupancy or Compliance issued for all occupancies:	<input type="text" value="30"/>

19 NYCRR PART 1203.3(c)

**STOP WORK ORDERS**

11. Number of Stop Work Orders issued this reporting year:

19 NYCRR PART 1203.3(e)

**NOTIFICATION OF FIRE OR EXPLOSION**

12. Have procedures been established for notification by the chief of your fire department(s) regarding fire or explosion involving any structural damage, fuel burning appliance, chimney or gas vent?

19 NYCRR PART 1203.3(f)

**UNSAFE STRUCTURES AND EQUIPMENT**

13. Have procedures been established for identifying and addressing unsafe structures and equipment?



19 NYCRR PART 1203  
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Reporting Year: **2012**

Municipality

Village of Highland Falls

19 NYCRR PART 1203.3(g) **OPERATING PERMITS** (Number of operating permits issued for this reporting year)

14a. Are operating permits required by the municipality?	<input type="text" value="Yes"/>	14e. buildings containing one or more areas of public assembly with an occupant load of 100 persons or more:	<input type="text" value="8"/>
14b. Manufacturing, storing or handling hazardous materials in quantities exceeding those listed in Tables 2703.1.1(1), 2703.1.1(2), 2703.1.1(3) or 2703.1.1(4), of the Fire Code of New York State (see 19 NYCRR Part 1225):	<input type="text" value="1"/>	14f. Buildings whose use or occupancy classification may pose a substantial potential hazard to public safety, as determined by the government or agency charged with or accountable for administration and enforcement of the Uniform Code:	<input type="text" value="12"/>
14c. Hazardous processes and activities, including but not limited to, commercial and industrial operations which produce combustible dust as a by-products, fruit and crop ripening, and waste handling:	<input type="text" value="0"/>	14g. Other:	<input type="text" value="0"/> Please Specify:
14d. Use of pyrotechnic devices in assembly occupancies:	<input type="text" value="0"/>		

19 NYCRR PART 1203.3(i) **FIRE SAFETY AND PROPERTY MAINTENANCE INSPECTIONS**

**Area of Public Assembly (with an occupant load of 50 or more and not an accessory use):**

15a. Number of occupancies in this municipality:	<input type="text" value="27"/>	15b. Number of occupancies inspected in this municipality:	<input type="text" value="21"/>
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**Multiple Dwellings (not including dormitories):**

16a. Number of buildings containing 3 or more dwelling units in this municipality:	<input type="text" value="83"/>		
16b. Total number of dwelling units in multiple dwellings: (contained in item 16a)	<input type="text" value="400"/>	16c. Number of multiple dwelling buildings inspected (from item 16a):	<input type="text" value="66"/>

**Commercial/Industrial occupancies (not included above):**

17a. Number of occupancies in this municipality:	<input type="text" value="62"/>	17b. Number of occupancies inspected in this municipality:	<input type="text" value="49"/>
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19 NYCRR PART 1203 **SPECIAL INSPECTIONS**

18a. Are special inspections required by the municipality?	<input type="text" value="Yes"/>	18c. Is a statement of special inspections required as part of a condition for permit issuance?	<input type="text" value="No"/>
18b. Does the municipality retain special inspection reports?	<input type="text" value="Yes"/>	18d. Are special inspection reports required to be submitted prior to the issuance of a certificate of compliance or completion?	<input type="text" value="Yes"/>

19 NYCRR PART 1203 **CODE COMPLIANCE**

19a. Has your municipality adopted more restrictive local standards (requirements) to the **Uniform Fire Prevention and Building Code** (Uniform Code)?

Yes, Residential only     Yes, Commercial only     Yes, Commercial and Residential     No

19b. If Yes, has a petition been filed with the State Fire Prevention and Building Code Council per Executive Law Article 18 Section 379?

Yes     No     Unknown

20a. Has your municipality adopted more restrictive local standards (requirements) to the **State Energy Conservation Construction Code** (Energy Code)?

Yes, Residential only     Yes, Commercial only     Yes, Commercial and Residential     No

20b. If Yes, has the more restrictive local standard (requirements) for the Energy Code been filed with the Code Council, per Energy Law (Article 11-61.09)?

Yes     No     Unknown

19 NYCRR PART 1203  
**UNIFORM CODE: MINIMUM STANDARDS FOR ADMINISTRATION AND ENFORCEMENT**  
**LOCAL GOVERNMENT**

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Municipality Village of Highland Falls

19 NYCRR PART 1203 **CODE COMPLIANCE**

21. Has the municipality adopted Green or Sustainable Building Standards for construction?

Yes, Residential only     Yes, Commercial only     Yes, Commercial and Residential     No

22. Please check all procedures used by the municipality to ensure compliance with the **Uniform Code**:

Field Inspections     Plan Reviews     Software Report/Print-out     Compliance Check List

Other (Please Specify): Smoke and CO detector affidavits where access to private dwellings is restricted.

23. Please check all procedures used by the municipality to ensure compliance with the **Energy Code**:

Field Inspections     Plan Reviews     Software Report/Print-out     Compliance Check List

Other (Please Specify): \_\_\_\_\_

24. On average, how many site inspections are conducted for **Uniform Code** compliance for each new residential building?

0     1     2     3     4 or more

25. On average, how many site inspections are conducted for **Uniform Code** compliance for each new commercial building?

0-2     3-5     6-9     10-14     15 or more

26. On average, how many site inspections are conducted for **Energy Code** compliance for each new residential building?

0     1     2     3     4 or more

27. On average, how many site inspections are conducted for **Energy Code** compliance for each new commercial building?

0     1     2     3     4 or more

19 NYCRR PART 1203 **ENERGY CODE**

28. Based on the municipality's records, what method of Energy Code compliance is submitted most often for Residential construction?  
 (Rank in order from 1 to 6, with 1 being the most used method.)

Software RESCheck     Trade-off Method     Prescriptive Method

Other Software Method     Worksheets (DOS Web site)     Energy Analysis Method

29. Based on the municipality's records, what method of Energy Code compliance is submitted most often for Commercial construction?  
 (Rank in order from 1 to 6, with 1 being the most used method.)

Software COMCheck     Trade-off Method     Prescriptive Method

Other Software Method     Worksheets (DOS Web site)     Energy Analysis Method



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19 NYCRR PART 1203.30(i)

**COMPLAINTS**

30a. Total number of all registered Uniform Code related complaints received for this reporting year:

53

31a. Total number of all registered Energy Code related complaints received for this reporting year:

1

30b. Total number of all registered Uniform Code related complaints acted upon for this reporting year:

53

31b. Total number of all registered Energy Code related complaints acted upon for this reporting year:

1

19 NYCRR PART 1203.30(j)

**RECORD KEEPING**

32. Has a system of records of the features and activities specified in 19 NYCRR 1203.3(a) through (i) been established and maintained?

Yes

**ADDITIONAL INFORMATION**

**Additional information/comments:**

Town of Highlands Building Department's jurisdiction includes Village of Highland Falls, but does not include West Point Military Academy. Hours of Town Code Enforcement personnel are split between Town and Village duties. Town of Highlands report has been submitted separately.

**SIGNATURE**

Name and Title of person completing this form: John C. Hager, Construction Inspector

A Signature is not required when submitting this form electronically

E-mail Address: [jhager@townofhighlands.com](mailto:jhager@townofhighlands.com)

Phone: (845)446-4280 x316

Signature: John C. Hager

Date: Feb 5, 2013

Title 19 NYCRR Part 1203, requires every city, village, town, and county, charged with administration and enforcement of the Uniform Code to annually submit a report of its activities to the Secretary of State. The information provided on this form is used to verify your municipality's compliance with the minimum standards for administration and enforcement of the Uniform Code contained in Part 1203. The information provided will also be used to develop education, outreach and support programs for municipalities and code enforcement officials.

**PLEASE NOTE**

Please complete this form electronically and e-mail to the Division of Code Enforcement and Administration (Codes Division). Please use the "Submit by Email" button found on the upper right hand corner to submit the form. E-mail this form to the Division of Code Enforcement and Administration no later than January 30th of the year following the reporting year (example: the deadline for the 2009 Reporting Year is January 30, 2010). **Once the electronic form is received, the Codes Division will respond with an e-mail acknowledging receipt of the form within three business days. If an acknowledgment e-mail is not received from the Codes Division, please fax or mail a copy of the form to the address below.**

If e-mail is unavailable, this form may be mailed or faxed to the Department of State at the following address:

New York State Department of State  
Division of Code Enforcement and Administration  
99 Washington Avenue, Suite 1160  
Albany, NY 12231  
Phone: (518) 474-4073 Fax: (518) 486-4487  
www.dos.state.ny.us

**LOCAL GOVERNMENT**

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Municipality Village of Highland Falls

List of additional Code Enforcement Officials Enforcing the Uniform Code within your Municipality.  
Please do not include individuals whose duties are limited to Zoning and/or Planning functions.

Name	Title	E-mail Address	DOS CEO Certification #	Hours per Week
Bruce Terwilliger	Building Inspector	bterwilliger@townofhighlands.co	1003-72418 (NY0005248)	40

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