

BUILDING DEPARTMENT
130 SAMSONDALE AVENUE
WEST HAVERSTRAW, NY 10993
845-947-2800
FAX 845-947-1560

Application for Building Permit

Receipt No.

Permit No.

Date....., 20.....

INSTRUCTIONS

- a. This application must be completely filled in by typewriter or in ink and submitted in duplicate to the Building Inspector. It may be submitted by mail also.
- b. Plot plan (survey) showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.
- c. This application must be submitted in duplicate and be accompanied by three (3) complete sets of plans showing proposed construction, three (3) copies of plot plan (survey) and three (3) complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and detail of structural, mechanical, electrical and plumbing installations. Plot plan (survey) shall locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setback dimensions from property lines. Give section, lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot.
- d. The work covered by this application may not be commenced before the issuance of the Building Permit.
- e. Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
- f. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy or Compliance has been granted by the Building Department.
- g. Fees should be in the form of cash, check or money order payable to the Village of West Haverstraw and due at time of approval. *(This office reserves the right to adjust any fee prior to issuing the Certificate of Occupancy or Compliance if it is shown that the original fee was not sufficient to cover the actual cost. Fees include a non-refundable administration fee.)*
- h. It is the applicant's responsibility to notify the Building Inspector's Office when inspections are required.
- i. Permit expires two years from date of issuance and can only be extended for one six month period at a fee of \$75.00.

Location.....
(Give street number, name and town)

Section:..... Block:..... Lot:.....

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit pursuant to the **New York State Building Construction Code** for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

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(Name and Address of Applicant)

State whether applicant is owner, lessee, agent, architect, engineer or builder:.....

Name and address of owner of premises:.....

..... Daytime Telephone #.....

If owner or applicant is a corporation, give names and titles of two officers and signature or duly authorized officer.

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(Name and Title of Corporate Officer)

- 1. State existing use and occupancy of premises and intended use and occupancy of proposed construction:
 - a. Existing use and occupancy of premises.....
 - b. Intended use and occupancy of proposed construction.....
- 2. Nature of work (check which applicable): New Building..... Addition..... Alteration..... Repair.....
Removal..... Demolition..... Sign..... Fence..... Shed..... Pool.....
- 3. Estimated Cost:..... Building Permit Fee: \$..... Certificate of Occupancy Fee: \$115.00

