APPLICATION FOR BUILDING PERMIT

INSTRUCTIONS

a. The work covered by this application may NOT be commenced before the issuance of a valid Building Permit.

b. This application must be completely filled in by typewriter or in ink and submitted to the Building Department.

c. This application must be accompanied by two complete sets of plans/specifications detailing the proposed construction. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations. (IF VALUE OF CONSTRUCTION EXCEEDS $20,000.00 A NEW YORK STATE LICENSED ARCHITECT OR ENGINEER MUST SEAL AND SIGN PLANS)

d. Two plot-plans showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and detailed description of layout of property must be submitted for applications involving outdoor work.

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. It shall be unlawful to use or permit the use of any building or premises or part thereof, hereafter created, erected, changed, converted or enlarged wholly or partly, in its use or structure until a Certificate of Occupancy/Compliance has been issued.

g. A CERTIFICATE OF INSURANCE FOR WORKER’S COMPENSATION AND DISABILITY OR EXEMPTION CERTIFICATE FROM WORKER’S COMPENSATION BOARD will be required upon filing of application.

Location: ____________________________
(street address)

Tax Lot: ___________ 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, or change-of-use as herein described. The applicant agrees to comply with all applicable State and Local laws, ordinances and regulations.

(Print name & mailing address of applicant)

__________________________
Cellular phone number: ________________
(Area code & telephone number of applicant)

__________________________
E-mail address: ________________

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

__________________________
If applicant is not owner, attach separate sheet indicating owner’s consent for applicant to obtain permit on their behalf, including owner’s name(s), address and telephone number.

__________________________
If owner or applicant is a corporation, attach separate sheet stating names and titles of two officers and signature of duly authorized officer.

Estimated value of construction: $__________
Fee $__________

1. State existing use and occupancy of premises and intended use of proposed construction (i.e. dwelling, business, etc.):
   a. Existing use and occupancy _________________________________________________

   b. Intended use and occupancy _____________________________________________

MUST CALL “811” OR 1-800-962-7962 BEFORE ANY DIGGING IS DONE ON PROPERTY

(PLEASE READ INSTRUCTIONS ABOVE AND COMPLETE THE BACK OF THIS FORM)
2. Nature of work (check which is applicable): New building _______ Accessory building _______ Addition _______
   Repair _______ Alteration _______ Demolition _______ Deck _______ Pool _______ Sign _______ Change of use _______ Other _______

3. Describe briefly the nature of work: ________________________________________________
   ________________________________________________
   ________________________________________________
   ________________________________________________

4. Will premises be in use / inhabited during performance of required work? Yes _______ No _______
   (IMPORTANT: all fire-safety and emergency escape features must be fully functional at all times that the building is in use / inhabited)
5. If dwelling, number of dwelling units _______ Number of Stories _______ If garage, number of cars _______
6. Construction type: Masonry _______; Wood (stick frame) _______; Steel _______; Modular/Manufactured _______
   (Indicate whether true, lightweight or engineered framing is proposed: Yes _______ No _______
7. Check which type street, at property access point, is applicable: Town Road _______ Village Street _______ State Highway _______
8. Check which is applicable: Private Septic _______ Municipal Sewer _______ Private Well _______ Municipal Water _______ Private Water _______
9. Will substantial grading, cutting and/or filling, or tree removals be done on the property? Yes _______ No _______
10. Will blasting be done on the property? Yes _______ No _______
11. Are the premises located in a flood-plain zone (per FEMA mappings)? Yes _______ No _______
12. Name of Architect _____________________________ Address _____________________________ Tel# _____________________________
    Name of Engineer _____________________________ Address _____________________________ Tel# _____________________________
    Name of Contractor _____________________________ Address _____________________________ Tel# _____________________________
13. Worker's Compensation Insurance (check which is applicable): Insured _______ Exempt _______
    (attach acceptable proof of insurance OR file appropriate exception form)
14. Zoning or use district in which premises are situated (per Zoning Map) _____________________________
    Does proposed construction violate any Zoning law, ordinance or regulation? Yes _______ No _______
    If a Special Permit, Site Plan Approval, or Zoning Variance was granted by the Town Board, Zoning Board or Planning Board, give date
    and decision (attach copy of approval letter) ________________________________________________
15. Will electrical work be performed by an Electrical Contractor licensed in Orange County? Yes _______ No _______
    If so, specify name of licensed contractor: ________________________________________________

NOTE: ALL ELECTRICAL WORK MUST BE INSPECTED BY A CERTIFIED THIRD-PARTY
ELECTRICAL INSPECTION AGENCY AND A CERTIFICATE OF APPROVAL SUBMITTED TO THE
BUILDING DEPARTMENT PRIOR TO COMPLETION OF THE PROJECT

STATE OF NEW YORK
   )
COUNTRY OF _____________________________

(Print full applicant name) _____________________________

being duly sworn, deposes and says that he/she is the applicant above named. He/she is duly authorized to perform or have performed the
said work and to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and
belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

(Signature of applicant)

Sworn to me this _______ day of _______ 20 _______

Notary Public _____________________________ County of _____________________________
BUILDING PERMIT – ATTACHMENT

Town of Highlands Building Department

The following information is attached for informational purposes and the convenience of Building Permit Applicants:

1. Issuance of a Building Permit indicates that the submitted application and associated documents have been reviewed and found to be in general compliance with the NYS Uniform Building Codes and with local codes. The applicant/contractor is responsible for constructing the project in full compliance with all applicable codes and regulations. Any necessary permits or approvals from other agencies (i.e. NYSDEC, OCDOH, NYSDOT, etc.) must be procured, by the applicant, prior to commencement of construction.

2. Construction of the project must proceed in accordance with the plans and specifications submitted with the approved application. Any changes or modifications must be brought to the attention of the Building Department for approval before being implemented. Issuance of amendments to the Permit may be necessary in cases where the changes are significant.

3. The applicant/contractor must schedule inspections by the Building Department for all aspects of work. Inspection appointments are available Monday through Friday, except Holidays, between the hours of 8:00AM and 3:00 PM. A minimum notice of 2 business days must be given to ensure inspection personnel can be available (less notice will be accommodated if possible).

4. Final inspection and issuance of a Certificate of Occupancy/Compliance is required at the completion of the project, prior to expiration of the Permit.

5. Permits are valid until the date of expiration shown on the Permit. A onetime renewal may be granted for a period not to exceed one year. Permit renewals are subject to an additional fee.

6. It is recommended that the applicant/contractor research any possible requirements of deed restrictions, covenants of record, easements, rights of way, homeowners’ association by-laws, etc., prior to commencing construction. The Building Department does not take responsibility for reviewing the project for conflict with such private restrictions.

7. Hours of operation – It is recommended by the Building Department, that hours of construction activity be limited to 7AM through 6PM on weekdays and 8AM through 5PM on Saturdays. Sunday and Holiday work is not prohibited, however it is discouraged by the Building Department. Please keep your neighbors and the community in mind regarding noise and nuisance related to the project.

IMPORTANT: ALWAYS CONSIDER SAFETY YOUR FIRST PRIORITY!

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TOWN OF HIGHLANDS
BUILDING DEPARTMENT
254 MAIN ST
HIGHLAND FALLS, NY 10928
845-446-4280 ext. 316 FAX 845-446-4298

Property Owner’s
Authorization Letter

I (we): ___________________________________________________ (Print Property Owners Name/Firm/Organization)

Hereby Authorize _________________________________________ (Applicant-Name of Person to Sign Permit)

To apply for, sign and pick-up building permits for the following proposed work:

_________________________________________________________ (Description of Work to be Done)

Job Location _____________________________________________ (Property Address)

_________________________ _______________________________ (Property Owner Signature) (Date)

_________________________ _______________________________ (Printed Name) (Title)