

Tel: (845) 446-4280 ext 316

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TOWN OF HIGHLANDS BUILDING DEPARTMENT
254 MAIN STREET, HIGHLAND FALLS, NY 10928
COUNTY OF ORANGE

Date of application: _____

Date examined: _____ By: _____

Application No. _____

Date approved: _____ By: _____

Permit No.: _____

Disapproved / Denied due to: _____

PRE-PERMIT INSPECTION: _____

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)

(Area code & telephone number of applicant)

Cellular phone number: _____ 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 \$ _____

- l. 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)

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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**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)