

PERMIT NUMBER _____

**BUILDING DEPARTMENT
VILLAGE OF MONTICELLO**
 2 PLEASANT STREET
 MONTICELLO, NY 12701
 (845) 794-6130 – FAX (845) 794-2327

**Application For
Building and Zoning Permits**

Date: _____

Instructions

- a. This application must be completely filled in by typewriter or in ink and submitted in duplicate to the Building Inspector.
- b. A plot plan showing the location of lot and all buildings on premises. And all proposed buildings and the relationship to adjoining properties or streets or other areas, and giving a detailed description of property showing all set back dimensions, i.e. all distances from building/s to rear, side, and front yard lines, must be drawn and submitted as part of this application.
- c. This application must be accompanied by two complete sets of plans showing proposed construction and two 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 details of structural, mechanical, electrical, and plumbing installations, IF A PERMIT IS ISSUED, SUCH CONSTRUCTION MUST CONFORM TO THE PLANS AND SPECIFICATIONS SUBMITTED WITH THIS APPLICATION.
- d. The work covered by this application may not be commenced before the issuance of Building Permit.
- e. Upon approval of this application the Building Inspector will issue a Building Permit to the applicant together with an approved 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 PART FOR ANY PURPOSE WHATSOEVER UNTIL A CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN GRANTED BY THE BUILDING INSPECTOR.

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

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Record of Inspections:

Type	Date	Inspector		
Footings	_____	_____	Application Fee: (Non-Refundable)	\$ _____
Foundation	_____	_____	Estimated Cost of Construction:	_____
Framing	_____	_____	Permit Fee on Est. Cost:	\$ _____
Plumbing	_____	_____	Initial Permit Fee: (Paid before Permit Issued)	\$ _____
Electrical	_____	_____	Final Cost of Construction:	_____
Insulation	_____	_____	Final Cost of Construction Fee:	\$ _____
Drywall	_____	_____	Additional Fees/Inspection Fees:	\$ _____
Water/Sewer	_____	_____	BALANCE:	\$ _____
Final	_____	_____	Certificate of Occupancy may not be issued until all fees are paid.	

1. Location at which proposed work will be done:

Section: _____ Block Number _____ Lot Number _____

Street Name and Number _____

Owners name as shown on tax record _____

Current Mailing Address _____

Telephone Number _____

2. State existing use and occupancy of the premises and the intended use and occupancy of proposed construction:

a. Existing use and occupancy _____

b. Intended use and occupancy _____

(Note: Be specific, Permit and Certificate of Occupancy will be issued and limited to the stated use and occupancy)

3. Nature of Work (check indicating which is applicable)

a. New Building Existing Building Demolition existing building
 Repair Electrical Wiring Upgrade* Plumbing upgrade*

Addition Change in number of dwelling units Increase Decrease

From number _____ to _____ dwellings

Other Work (explain)

4. If residential dwelling, number of dwelling units existing now _____

5. If garage, number of automobiles _____

6. (a) If other than residential, specify nature and extent of each type of use existing at this time

6. (b) Proposed use

7. Square footage of present structure _____

8. Square footage of proposed structure _____

9. Size of lot: Front _____ Rear _____ Depth _____

10. Square footage of Lot _____

11. PLOT DIAGRAM: Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setback dimensions, i.e. all dimensions from building to rear, side and front yard lines. Show distances of all buildings from one another. Show location of street, roads, and easements. Give lot and block numbers or description according to deed, and show street names and whether interior or corner lot. Do not show floor plan here.

A large empty rectangular box with a thin black border, intended for drawing a plot diagram. The box is currently blank.

12. Does proposed construction violate any zoning law, ordinance or regulation? YES NO
(If YES, describe) _____

13. Are there any zoning or code violations against the property? YES NO
(If YES, describe) _____

14. Name of Liability Insurance Carrier _____ Policy # _____

Address of Carrier _____ Date Policy Expires _____

15. Name of Carrier for Workman's Comp. Policy _____ Policy # _____

Address of Carrier _____ Date Policy Expires _____

16. a. Name of Architect or Engineer _____

Address _____ Phone # _____

b. Name of Contractor _____

Address _____ Phone # _____

c. Name of Electrician _____ Lic. # _____

Address _____ Phone # _____

17. Estimated Cost of Construction: \$ _____

(Cost for the work described in the Application for Building Permit includes the cost of all of the construction and other work done in connection therewith, exclusive of the cost of land. If the final cost shall exceed estimated cost an additional fee may be required before issuance of a Certificate of Occupancy} ALL ELECTRICAL WORK MUST BE INSPECTED BY AND A CERTIFICATE OF APPROVAL OBTAINED FROM AN APPROVED AGENCY OR ORGANIZATION.

STATE OF NEW YORK, _____)

County of _____) SS:

_____ being duly sworn deposes and says the he/she is the applicant

(Name of Individual signing application)

above named. He/she is the _____ of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application; 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

Sworn to before this _____ day of _____ 20 _____

Notary Public, _____ County _____ (Signature of applicant)

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Zone Premises Located In: _____ Use permitted in zone: YES NO

Square footage of lot: _____ Site Plan Approval Required YES NO

Does proposed construction violate any zoning law, ordinance or regulation? YES NO

Approvals Granted By Planning Board: YES NO N/A Zoning Board of Appeals: YES NO N/A

Estimated Cost of Construction (Item # 17) \$ _____ SQ. FT Computation of FEE \$ _____

Initial Fee to be Charged \$ _____ PERMIT APPROVED PERMIT DISAPPROVED

If Disapproved, reason _____

BY: _____ DATE _____

(Building Inspector)