

Building Department
Village of Monroe, NY

Examined: _____
Disapproved a/c _____
Approved _____ Permit No: _____

TAX MAP# _____
ZONE _____

(Building Inspector)

Application for Building Permit

Date: _____

INSTRUCTIONS

- a. This application must be completely filled in by typewriter or in ink and submitted in duplicate to the Building Inspector.
- b. This application must be accompanied by two plot plan diagrams locating clearly and distinctly all buildings, whether existing proposed, and indicate all set-back dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot.
- 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.
- 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 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 whatever until a Certificate of Occupancy shall have been granted by the Building Department.

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

(Signature of Applicant)

(Signature of Applicant)

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

Name of owner of premises _____

If applicant is a corporation, signature of duly authorized officer:

(Name and Title of Corporate Officer)

1. Location of land on which proposed work will be done _____
- 1a Zone or use district in which premises are situated _____
2. State existing use and occupancy of premises and intended use and occupancy of proposed construction.
 - a. Existing use and occupancy _____
 - b. Intended use and occupancy _____

3. Nature of work (check which applicable): Addition _____ Alteration _____ Deck _____
Demolition _____ Fence _____ Grading/Filing _____ New Building _____ Pool _____
Pool Deck _____ Repair _____ Roof _____ Satellite Antenna _____ Shed _____
Siding _____ Sign _____ Other _____
4. Estimated Cost* _____ Fee _____
5. If dwelling, number of dwelling units _____ Number of dwelling units on each floor _____
Number of bedrooms in each unit _____ If garage, number of cars _____
6. If business, commercial or mixed occupancy, specify nature and extent of each type of use _____
7. Dimensions of existing structure, if any: Front _____ Rear _____ Depth _____
Height _____ Number of Stories _____
Dimension of same structure with alterations or additions: Front _____ Rear _____ Depth _____
Height _____ Number of Stories _____
8. Dimensions of entire new Construction: Front _____ Rear _____ Depth _____
Height _____ Diameter _____ Number of Stories _____
9. Size of Lot: Front _____ Rear _____ Depth _____
10. Does proposed construction violate any zoning law ordinance or regulation? _____
11. Name of Owner on Premises _____
Address _____ Phone No _____
12. Name of Tenant _____
Address _____ Phone No _____
13. Name of Architect/Engineer _____
Address _____ Phone No _____
14. Name of Contractor _____
Address _____ Phone No _____
Name of Compensation Insurance Carrier _____
Number of Policy _____ Date of Expiration _____
15. Will electrical work be inspected by, and a Certificate of Approval obtained from the list of approved agencies? If so, specify _____

* Cost for the work described in the Application for Building Permit include the cost of all the construction and other work done in connection there with exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy.

STATE OF NEW YORK }
COUNTY OF ORANGE } ss:

_____ being duly sworn deposes and says that he is
(name of individual signing application)
the applicant above named, he is the _____
(Contractor, agent corporation officer, etc.)

of said owner or owners, and 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 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 me

This _____ day of _____

(Signature of Applicant)

Notary Public, Orange County

- (1) Application Fee = \$ 50.00
- (2) Building Permit Fee = 1% of The Total Estimated Cost of Work

GENERAL NOTES

- (1) No work to commence until Building Permit has been issued
- (2) If the proposed use of the property is not permitted or setbacks are not in compliance with the zoning code a denial letter will be sent to the owner. The owner will need to apply (ZBA Application sent with denial) to the Zoning Board of Appeals for either a "use" or "area" variance. If the zoning Board grant the requested variance(s) a new application will need to be submitted for the Permit which will then be issued.
- (3) #14 & 15 on the Application **MUST BE COMPLETED** and the compensation insurance information for the contractor filled out. The only exceptions are home owners who are doing their own work only to fill in #14 and leave #15 blank.
- (4) The Building Permit is usually issued within ten (10) working days from date received, providing all documentation has been submitted and fees paid. Owner should call building inspector after ten working days to check on status.
- (5) It is the Owners responsibility to call once day in advance for the required construction inspections.
- (6) It is the Owners responsibility to call for the final inspection when the work has been completed; before the use or occupancy of the improvement.
- (7) Building Inspector is in the office morning 8-12 and out in the field in the afternoons. Call if you have any questions, for an appointment or if you cannot come in during the morning hours.

INFORMATION – BUILDING PERMITS FOR THE FOLLOWING IMPROVEMENTS

Additions

Complete application for Building Permit along with fees
Provide two sets of plans and specifications
Show work & setbacks to be done on copy of survey

Alterations

Complete application for Building Permit along with fees
Provide plans & specifications & separate sheet with details

Decks

Complete application for Building Permit along with fees
Provide 3 dimensional plans for deck from footing to railings
Show location of work w/setbacks on copy of survey

Demolition

Complete application for Building Permit along with fees
Provide details of work to be performed

Fences

Complete application for Building Permit along with fees
Enclose copy of contract with contractor
Show exact location of fence on copy of survey

Grading & Filing

Complete application for Building Permit along with fees
Show location of work to be performed on copy of survey
Provide detail of work including present elevations and elevations after work completed

New Buildings

Complete application for Building Permit along with fees
Show location of work to be performed on copy of stamped survey
Show setbacks to front, side and rear property lines
Include two sets of stamped plans and specifications

INFORMATION – BUILDING PERMITS FOR THE FOLLOWING IMPROVEMENTS (cont.)

Pools

Complete application for Building Permit along with fees
Provide copies of manufacturer's information for pool and filter
Show location of proposed pool with setbacks in rear yard to side and rear property lines and house
Note: minimum 15' setbacks to property lines and house required.

Sheds

Complete application for Building Permit along with fees
Provide drawing or copy of manufacturer's brochure for shed
Show location of proposed shed with setbacks in rear yard to side and rear property lines and house
Note: minimum 10' setbacks to property lines and house required

Roof and Siding

Complete application for Building Permit along with fees
Provide details as follows:

Roof: If complete removal/replacement or re-roofing
If re-roofing how many layers are now on house

Siding: Show type of siding existing and type of new siding to be installed and
if the job is a re-siding or removal/replacement job

Signs

Complete application for Building Permit along with \$50.00 Application Fee
(Building Permit Fee to be paid when permit issued)
Include seven copies of drawing (1 original & 6 copies) showing exact colors to be used.
Include drawing of front structure showing proposed sign.
Show width of structure and size of proposed sign

Notes: (a) 1 square feet of sign permitted for each foot width of building or space to be located
(Example: 20 ft width bld/space = 20 square foot sign)

(b) Application for architectural review board to be sent to applicant to be completed,
submitted with separate fee for board approval before building permit can be issued.