



**BUILDING DEPARTMENT  
VILLAGE OF MONROE, N.Y. 10950**

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 or proposed, and indicate all setback 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 acts of plans showing proposed construction and two complete acts 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 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 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.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Address of Applicant)

State whether applicant is owner, lessee, agent, architect, engineer or building:  
\_\_\_\_\_

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/Filling \_\_\_\_\_ New Building \_\_\_\_\_ Pool \_\_\_\_\_ Pool Deck \_\_\_\_\_ Repair \_\_\_\_\_ Roof \_\_\_\_\_ Satellite Antenna \_\_\_\_\_ Shed \_\_\_\_\_  
Siding \_\_\_\_\_ Sign \_\_\_\_\_ Other \_\_\_\_\_

- (1) APPLICATION FEE - \$50.00
- (2) BUILDING PERMIT FEE-1.5% OF THE TOTAL ESTIMATED COST OF WORK
- (3) 3% FOR PREVIOUS CONSTRUCTION

4. Estimated Cost \_\_\_\_\_ Fee \_\_\_\_\_  
(to be paid on filing the application)
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 \_\_\_\_\_  
Dimensions 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 of 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 \_\_\_\_\_

\*Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done in connection 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  
COUNT OF ORANGE

\_\_\_\_\_ being duly sworn deposes and says that he is the applicant  
(name of individual signing application)  
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