



**BUILDING DEPARTMENT  
VILLAGE OF MONROE  
7 STAGE ROAD, MONROE, N.Y. 10950  
[www.villageofmonroe.org](http://www.villageofmonroe.org)**

(for office use only - rev 12/25)

<b>Application #:</b> _____	<b>Date :</b> _____
<b>Tax Map</b> _____	<b>Fee Amount:</b> _____
<b>Zone</b> _____	<b>Check</b> <input type="checkbox"/> <b>#</b> _____
<b>Property</b> _____	<b>Cash</b> <input type="checkbox"/>
<b>Address:</b> _____	<b>Credit Card</b> <input type="checkbox"/>
<b>Date Approved:</b> _____	
<b>Disapproved:</b> _____	<b>Inspector:</b> _____

**APPLICATION FOR BUILDING PERMIT**

**Requirements for a Building Permit Application:**

- 1. Two plot plan diagrams** locating clearly and distinctly all buildings whether existing or proposed, and location of proposed work to be done, including dimensions of proposed work, and all setback dimensions from property lines and existing structures. A digital copy is also required.
- 2. Two sets of Drawings/Plans** including specifications describing 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, Section, Lot and Block numbers and street address of lot where work will be performed. A digital copy is also required.
- 3. Fee** (see the current fee schedule for fee details)

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. Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with an 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.

***No work covered by this application may be commenced before a Building Permit is issued. 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.***

**Applicant Information:**

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Telephone

Applicant is:    Owner ☐    Lessee ☐    Agent ☐    Architect ☐    Engineer ☐    Contractor ☐

If applicant is a corporation, name, title and  
signature of duly authorized officer: \_\_\_\_\_

**If you would like to receive informational emails and updates from the Village of Monroe check here** ☐

**Property Information:**

Location of Property where work will be done: \_\_\_\_\_

**Property Owner** (if different from Applicant):                      Name: \_\_\_\_\_

Address: \_\_\_\_\_                      Tel. \_\_\_\_\_

**Nature of work (check which applicable):**

Addition ☐ Alteration ☐ Deck ☐ Demolition ☐ Fence ☐ Grading/Filling ☐ New Building ☐ Pool/Hot Tub ☐  
Pool Deck ☐ Roof ☐ Shed ☐ Siding ☐ Solar Panels ☐ Sign ☐ Other \_\_\_\_\_

Existing use and occupancy of property \_\_\_\_\_

Intended use and occupancy of property \_\_\_\_\_

**Detailed Description of Project**

\_\_\_\_\_  
\_\_\_\_\_

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**FEES:** See attached fee schedule. All fees are to be paid at the time of application.

**FEE:** \_\_\_\_\_

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**PROJECT CONTACTS:**

**Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

***NOTE: In order to process any permit, proof of Worker's Compensation must be provided. Acceptable forms include Form 105.2, U26.3 or CE-200 (No Accord Forms Accepted)***

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**Electrician:** \_\_\_\_\_ O. C. License # \_\_\_\_\_ Exp \_\_\_\_\_

Address : \_\_\_\_\_ Phone No. \_\_\_\_\_

***All electrical work must be performed by an Orange County licensed electrician.***

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Consent of Property Owner if Applicant is not Property Owner:***

I, \_\_\_\_\_, am the owner in fee of the premises described in this application and have authorized \_\_\_\_\_ to make this application on my behalf.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**It is the applicant's responsibility to call the Building Department to schedule inspections during construction and for final Certificate of Occupancy upon completion.**

**(845) 782-8341 x131**