

VILLAGE OF VALATIE

Building Department



APPLICATION FOR BUILDING & ZONING PERMIT

Tax Map Number _____

Building Inspector

DATE _____

PERMIT NO. _____

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit and Zoning 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 or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on the back of this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

NOTE – READ INSTRUCTIONS ON REVERSE SIDE

Applicant's Name _____ Existing Use _____

Applicant's Address _____ Intended Use _____

Applicant's Phone Number _____

Owner's Name _____

Owner's Address _____ Name of Compensation Carrier _____

_____ Number of Policy _____

Exact Location of Property (Indicate Lot #, Street, Road, etc.)

If Owner is doing the work, he must sign below:
 ALL WORK IS BEING DONE PERSONALLY BY ME:

Lot Size _____ Overall Building Size _____ Sq. Ft. _____ Cubic Area _____

Estimated Cost _____

**ALL ELECTRICAL WORK MUST BE INSPECTED BY AND A
 CERTIFICATE OF APPROVAL OBTAINED FROM NEW YORK
 BOARD OF FIRE UNDERWRITERS.**

INDICATE ONE

- | | | |
|--|---|--|
| <input type="checkbox"/> New Main Building | <input type="checkbox"/> New Accessory Building | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Renovation | <input type="checkbox"/> Garage – No of Stalls | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Demolition | <input type="checkbox"/> Fire Repair |

FEE
\$ _____
C.O. _____
Total _____
\$ _____

INSTRUCTIONS

- A. This application must be completely filled in by typewriter or in ink and submitted in duplicate to the Superintendent of Buildings.
- B. Plot plan showing location of lot and buildings on premises relationship to adjoining premises or public streets or area, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.
- C. This application must be accompanied by a complete set of plans showing proposed construction and one complete set of specifications. Plans and specifications shall describe the nature of the work to be performed, the material and equipment to be used and installed and details of structural mechanical, electrical and plumbing, heating installations.
- D. The work covered by this application may not be commenced before the issuance of Building and Zoning Permit.
- E. Upon approval of this application, the Building Department will issue a Building and Zoning Permit to the applicant. Such permit and approved plans and specifications shall be kept posted 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.
- G. 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 therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before the connection therewith, 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.
- H. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee is also charged predicated on the extent of the variation from the original plans.
- I. Inspections by Building Department are required at the following schedule:
 1. Foundation footings before pouring concrete.
 2. Foundation inspection before backfill.
 3. Secure surveyors location of foundation and submit to Building Department.
 4. Plumbing, Heating and Framing and Electrical Inspections before any closing in of the frame work.
 5. Final inspection before Certificate of Occupancy is issued. No occupancy of building without approval of the Building Department.

PLOT DIAGRAM

Locate clearly and distinctly all buildings whether existing or proposed, and indicate all set back dimensions from property lines. Give lot and block numbers or description according to deed, and show all easements and street names and indicate whether interior or corner lot, or supply an approved plot plan showing all the above requirements.

