



Engineering Department
 Stanley H. Kellerhouse Municipal Building
 One Van Wyck Street
 Croton-on-Hudson, NY 10520-2501
 Tel: 914-271-4783, Fax: 914-271-3790

Application for Building
Permit -Existing
Construction
 (Rev 03 2015)

APPLICATION DATE: _____

APPLICATION #: _____ Building Permit #: _____

Property Information:

Section: _____ Block: _____ Lot: _____

Property Location (street address) _____

of Acres or Sq. Ft.: _____ Zoning District: _____ Commercial Lot: yes no Vacant Lot: yes no

Applicant Information: (Person or Company who did the work) Owner Contractor Other _____

Last Name: _____ First Name: _____

Company: _____

Address: _____

Office #: _____ Cell #: _____ Fax #: _____ E-mail: _____

Property Owner: Same As Above

Last Name: _____ First Name: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____

E-mail: _____

INSTRUCTIONS:

1. This application must be completed and submitted to the Engineering Department.
2. This application must be accompanied by a plan showing the construction together with specifications. Plans and specifications shall describe the nature of the work performed, the materials and equipment used and installed and details of structural, mechanical, electrical and plumbing installations.
3. A copy of a survey by a NYS licensed Land Surveyor showing the location of the structure on the lot with dimensions to property lines noted, if applicable.
4. The Building Permit fee is calculated then doubled for existing construction. Upon approval of the application, the Building Department will issue a Building Permit to the applicant.
5. Existing construction must be inspected and approved by the Village Building Inspector. A Certificate of Occupancy application is to be filled out concurrent with the Building Permit Application and applicable fee paid. All Building Permits require a Certificate of Occupancy. A complete Certificate of Occupancy application package includes: application form signed and notarized; the certificate of occupancy fee; the certificate of electrical compliance (if applicable) and WCHD final approval of the septic system (if applicable).
6. If plumbing was included in the existing construction, a licensed plumber must apply for a plumbing permit. The application must include: a completed plumbing permit application; a riser diagram plan of existing plumbing system; the plumbing permit fee; a copy of the plumber's license from Westchester County.
7. If electrical work was included in the existing construction, a licensed electrician needs to be hired by the applicant to inspect the electrical system and a copy of the approved Electrical Inspection Report submitted to the Village Engineer's Office. No Certificate of Occupancy will be issued without this report.

Nature of work: _____

Estimated Cost of Construction (exclusive of furnishings, lot, grading & planting)

\$ _____

Approximate year work was completed (if known) _____

Note: Effective 1/1/15, any construction that truss type, pre-engineered wood or timber construction is utilized must include this information and no certificate of occupancy will be issued without an approved sticker affixed to any electric box or exterior wall adjacent to the electric box. These stickers/signs can be purchased on-line through several web sites including: www.mysafetysign.com www.safetysign.com www.compliancesigns.com www.trussid.org A limited number of truss signs may be available at the Engineers office for a small fee.

Construction:

- New Residential Structure
- Addition to existing residential structure
- Rehabilitation to existing residential structure

Construction at the subject property referenced utilized (check each applicable line)

- Truss-type construction (TT)
- Pre-engineered wood construction (PW)
- Timber Construction (TC)

In the following location(s) (check each applicable line)

- Floor framing, including girders & beams (F)
- Roof framing (R)
- Floor framing & roof framing (FR)

- No truss, pre-engineered wood, or timber construction was used in the residential structure checked above

Application is hereby made for a permit for work performed herein specified & shown on the drawings accompanying this application. The work outlined conforms to all provisions of the laws of the Village of Croton-on-Hudson and laws and codes of the State of New York and the work was performed in accordance with provisions of such laws and codes.

I, certify that the above information is accurate, and I am the property owner or authorized by the owner(s) to file this application on their behalf and that I will indemnify and hold the Village harmless against any damage or injury that may be caused by or arise out of any entry onto the property in connection with the processing of the application.

Applicant's Name (please print)

Applicant's Signature

Date

For Village Use Only:

Estimated cost of construction (see item #2) \$ _____

Fee (base fee X 2) \$ _____

Fee Paid (date): _____

Received by: _____

Account Check: (Zero Bal.) (other) _____ Date: _____

Building Permit Approved: by: _____ Date: _____

Permit Number: _____

Building Permit Disapproved: reason: _____

Certificate of Occupancy Application submitted: yes no

Inspection scheduled: no yes – date: _____