



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
 (Form # Eng-§230-170A)
 (Revised 1/1/15)

(DO NOT USE THIS FORM FOR SOLAR PERMIT APPLICATIONS, EXISTING CONSTRUCTION OR SHEDS)

Application date: _____

Application #: _____

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 Doing Work: Owner Contractor Other: _____

Last Name: _____

First Name: _____

Company: _____

Address: _____

Address: _____

Office #: _____

Cell #: _____

Fax #: _____

E-mail: _____

Property Owner: Same As Above

Last Name: _____

First Name: _____

MI: _____

Company: _____

Address: _____

Address: _____

Phone #: _____

Cell #: _____

E-mail: _____

INSTRUCTIONS:

1. This application must be completely filled in and submitted to the Building Department.
2. Attach a plot plan or certified survey, drawn to scale, showing dimensions of lot with metes and bounds description and showing location of existing and proposed buildings on the lot and distances to side, rear and front property lines.
3. This application must be accompanied by **three sets of plans** showing the proposed construction together with **three 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.
4. A set of plans must also be submitted electronically in PDF format to Engineering@crotononhudson-ny.gov
5. The work covered by this application may not be commenced before the issuance of a Building Permit.
6. Upon approval of the application, the Building Department will issue a Building Permit to the applicant, together with 2 sets of approved 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.
7. **No building shall be occupied or used in whole or in part for any purpose whatever until an application is made for and a Certificate of Occupancy shall have been granted by the Building Department.**
8. Proper insurance documentation, i.e.: current Liability, Disability and Workers Compensation with Village as additionally insured must be submitted with this application as well as a valid Westchester County Home Improvement Contractor license.

NATURE OF WORK: (explain): _____

➤ **Estimated Cost of Construction** (exclusive of lot, grading & planting) \$ _____
Note: estimated cost shall include all labor, material, scaffolding, fixed equipment, professional fees, material and labor which may be donated gratis. If final cost exceeds estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy.

➤ Existing use and occupancy: _____

If a business, commercial or mixed occupancy, specify nature and extent of each type of use:

➤ Dimensions: Area in sq. ft. – basement _____ 1st fl: _____ 2nd fl: _____

➤ Heating System: Oil Gas fired Other: _____

➤ If private sewage disposal is necessary, approval by the Westchester County Health Department must be submitted with this application.

NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION FOR RESIDENTIAL STRUCTURES:

(check all applicable boxes)

Residential type: New structure Addition to existing structure Rehabilitation to existing structure

Construction type: Truss type Pre-engineered wood Timber

Location: Roof framing Floor framing Floor framing including girders and beams

No Truss, Pre-engineered wood or Timber construction was used in the residential structure checked above.

Name of Architect or Engineer: _____

Address: _____

Phone #: _____ Fax: _____ E-mail: _____

Name of Contractor: _____

Address: _____

Phone #: _____ Fax: _____ E-mail: _____

Note: All electrical work must be inspected by and a Certificate of Approval obtained from an electrical inspection agency approved by the Village Board. A copy of the Electrical Certificate must be submitted prior to issuance of Certificate of Occupancy.

Application is hereby made for a permit to perform work herein specified & shown on the drawings accompanying this application. The proposed 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 will be 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 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, during construction or performance of the work or within one year after the completion of the work.

Applicant (if other than owner) certifies that he is authorized by the Owner of subject premises to conduct the project described above

(Applicant's Signature)

(Applicant's Name)

(please print)

(Date)

For Village Use Only:

Estimated cost of construction \$ _____

Fee \$ _____ Fee Paid (date): _____ Received by: _____

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

Disapproved: reason: _____

Date: _____

Approved: by: _____

PERMIT # _____