Village of Croton-on-Hudson

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 02/14)

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 in **triplicate** 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 an approved 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 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 must be submitted with this application. See insurance documentation instructions for more information

1. **Nature of work**
   (explain)_____

2. **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
3. Existing use and occupancy: _____
4. Intended use and occupancy: _____
5. If a business, commercial or mixed occupancy, specify nature and extent of each type of use:
   _____
6. Dimensions (by ft.) of front, sides and rear yards from building to lot lines: Front Yard: _____
   Rear yard: _____ Depth: _____ Height: _____
7. Size of Lot: Front: _____ Rear: _____ Depth: _____ Height: _____
8. Dimensions of existing structures, if any: Front: _____ Rear: _____
   Depth: _____ Height: _____ # of stories _____
9. Dimensions of same structure with alternations or additions: Front: _____
   Rear: _____ Depth: _____ # of stories: _____
10. Dimensions of entire new construction: Front: _____ Rear: _____
    Depth: _____ Height: _____ # of stories: _____
    Area in sq. ft.: Basement _____ 1st fl: _____ 2nd fl: _____
    Height in feet from the top of foundation wall to top of roof: _____
11. Type of construction: _____
12. Will cellar be fully excavated? _____; if not, give particulars: _____
    _____
13. Material of basement walls: _____ thickness: _____
14. Chimneys: brick _____ concrete _____ stone _____ other _____
    Size of flues (in inches): heater _____ fireplace _____ other flues _____
15. Heating system: Oil _____ Gas fired _____ Other _____
16. If private sewage disposal is necessary, approval by the Westchester County Health Department must be submitted with this application.
17. Name of Architect or Engineer: _____
    Address: _____
    Phone #:_____ Fax: _____ E-mail:_____
18. Name of Contractor: _____
    Address: _____
    Phone #:_____ Fax: _____ E-mail:_____
19. 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 this Certificate must be submitted prior to issuance of Certificate of Occupancy.

If owner or applicant is a corporation, give names and titles of two officers and signature of duly authorized officer:

Name & title: _____

Name & title: _____

Signature: _____

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:

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

Fee Paid (date): _____ Received by: _____

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

Disapproved: ☐ reason:_____ Date: _____

Approved: ☐ by: _____ **PERMIT #** _____