Reset

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

Affidavit of Final Cost of Construction and Application for Certificate of Occupancy

(Form # Eng-86-17-A, Rev. Date 5/2015)

Instructions: An application for a Certificate of Occupancy (C.O.) must be submitted under § 86-16 of the Village Code upon completion of the building permit process including all construction and inspections. Failure to obtain a C.O. for the permitted work is a violation of Village Law. Complete the information below. The form must be notarized. Submit application with fee as indicated in the Village Fee Schedule. Before a C.O. is issued, a final inspection must be completed and an as-built survey and electrical certificate, if applicable, must be submitted.

Where work has been performed that required the issuance of a building permit, the building shall not continue to be occupied or used for more than 30 days after the completion of the work unless the Village Engineer issued a certificate of occupancy. No change shall be made in the use or type of occupancy of an existing building unless a certificate of occupancy for the new use is issued by the Village Engineer.

The actual construction cost shall include the cost of all services, labor, materials and use of equipment, scaffolding and other appliances entering into and necessary for the prosecution of the work; except that the cost of grading, landscaping and decorating or other work intended only for embellishment shall not be deemed part of the cost. If the final cost is less than the estimate cost stated in the Application for Building Permit, no portion of the fee paid upon filing of the application will be refunded.

Application Date: Building Permit #:

Application #: *(Village use)*

Property Information: **Section:** _____ **Block:** _____ **Lot:** _____

Property Owner: (last name) (first name)

Street Address:

Use of Property (single family, Deli, Dentist, etc.):

Applicant Information: ☐ Property Owner ☐ Business Owner ☐ Other _____

Last Name: First Name: MI:

Company:

Address:

Address:

Office #: Cell #: Fax #:

Affidavit of Final Cost of Construction:

State of New York:
SS:
County of Westchester

The applicant, _____, being duly sworn, deposes and says: That he/she is the applicant (or agent of the applicant) named in the Application for Building Permit dated _____ relating to construction or other work to be performed on, or in connection with, the premises location as indicated above; That the estimated cost of the construction or other work described therein stated in said application was_____ _____ Dollars ($_____); And that the actual final cost of construction or other work was _____ Dollars ($_____).

Application is hereby made for the issuance of a Certificate of Occupancy for the structure on the premises and/or use of the structure. Applicant states that he has examined the approved plans and that to the best of this knowledge and belief, the structure has been erected in accordance therewith and in accordance with the applicable provision of the law. Applicant further states that he was the (check one): ☐ Licensed Architect or ☐ Professional Engineer or ☐ Superintendent of construction who supervised the said construction or other work and that by reason of experience is qualified to supervise such work on the structure for which a Certificate of Occupancy is requested.

_____
Name of Applicant or Agent

_____
Signature of Applicant or Agent

Building Permit Fee Paid: $ _____

Additional Building Permit Fee: $ _____

Certificate of Occupancy Fee: $ _____

Truss Fee (if applicable) $ _____

Total Fee $ _____

Sworn by me this 20

_____

Notary Public _____

Village Code

§ 86-16. Certificate of occupancy required.

A. No building hereafter erected shall be used or occupied in whole or in part until a certificate of occupancy shall have been issued by the Village Engineer.

B. No building hereafter enlarged, extended or altered or upon which work has been performed which required the issuance of a building permit shall continue to be occupied or used for more than 30 days after the completion of the alteration or work unless a certificate of occupancy shall have been issued by the Village Engineer.

C. No change shall be made in the use or type of occupancy of an existing building unless a certificate of occupancy shall have been issued by the Village Engineer.

§ 86-17. Inspections; issuance of certificates; temporary certificates.

A. Inspection prior to issuance.

(1) Before issuing a certificate of occupancy, the Village Engineer shall examine or cause to be examined all buildings, structures and sites for which an application has been filed for a building permit to construct, enlarge, alter, repair, remove, demolish or change the use or occupancy, and he may conduct such inspections as he deems appropriate from time to time during and upon completion of the work for which a building permit has been issued.

(2) There shall be maintained in the Building Department a record of all such examinations and inspections, together with a record of findings of violations of the law.

B. Issuance of certificate of occupancy.

(1) When, after final inspection, it is found that the proposed work has been completed in accordance with the applicable buildings laws, ordinances and regulations and also in accordance with the application, plans and specifications filed in connection with the issuance of the building permit, the Village Engineer shall issue a certificate of occupancy upon the form provided by him. If it is found that the proposed work has not been properly completed, the Village Engineer shall refuse to issue a certificate of occupancy and shall order the work completed in conformity with the building permit and in conformity with the applicable building regulations as set forth by the New York State Uniform Fire Prevention and Building Code and State Energy Conservation Construction Code. [Amended 3-19-1984 by L.L. No. 2-1984]

(2) The certificate of occupancy shall certify that the work has been completed and that the proposed use and occupancy is in conformity with the provisions of the applicable building laws, ordinances and regulations and shall specify the use or uses and the extent thereof to which the building or structure or its several parts may be put.

(3) Any change in the nature of use of any parcel of property or extension or change in the present area of use or change in the access from the parcel of property to a street or streets for which a change of use or access permit is required under § 86-9H above or the continuance of any such change of use or access effected after May 18, 1964, shall require a new certificate of occupancy, which shall be granted only if the conditions of the foregoing Subsection A(l) and (2) are met, including the obtaining of the use or access permit in question. [Added 6-15-1964]

(4) A fee in an amount set by resolution of the Board of Trustees shall be paid at the time of applying for each certificate of occupancy or temporary certificate of occupancy.

C. Temporary certificate of occupancy. Upon request, the Village Engineer may issue a temporary certificate of occupancy for a building or structure or part thereof before the entire work covered by the building permit shall have been completed, provided that such portion or portions as have been completed may be occupied safely without endangering life or the public welfare, and provided that this provision shall be subject to the limitations prescribed in § 86-11B of this Article.

Note: Starting January 1, 2015, any application for a building permit that truss type, pre-engineered wood or timber construction is being 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.compliancessigns.com www.trussid.org. A limited number of truss signs may be available at the Engineers office for a small fee.