



**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)  
 (Revision Date 9/08 )

**Application date:** \_\_\_\_\_

**Application #:** \_\_\_\_\_

**Property Information:**

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Location (street address) \_\_\_\_\_

# of Acres or SQ. FT.:	Zoning District:	Commercial Lot: <input type="checkbox"/> yes <input type="checkbox"/> no	Vacant Lot: <input type="checkbox"/> yes <input type="checkbox"/> no
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**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: \_\_\_\_\_

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: \_\_\_\_\_

**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. The work covered by this application may not be commenced before the issuance of a Building Permit.
5. 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.
6. **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.**

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 \_\_\_\_\_ 1<sup>st</sup> fl: \_\_\_\_\_ 2<sup>nd</sup> 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. Workmen's Comp. Insurance Carrier: \_\_\_\_\_  
 Policy Number \_\_\_\_\_ Expiration date: \_\_\_\_\_  
*Note: State Workmen's Compensation Law provides that this information must be supplied before a Building Permit is issued.*
17. Disability Insurance Carrier: \_\_\_\_\_  
 Policy Number \_\_\_\_\_ Expiration date: \_\_\_\_\_
18. If private sewage disposal is necessary, approval by the Westchester County Health Department must be submitted with this application.
19. Name of Architect or Engineer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name of Contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_
20. All electrical work must be inspected by and a Certificate of Approval obtained from the New York State Board of Fire Underwriters. A copy of this 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 Name** (please print)

\_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_ Date

**For Village Use Only:**

Fee \$ \_\_\_\_\_ Estimated cost of construction (see item #2) \$ \_\_\_\_\_  
 Fee Paid (date): \_\_\_\_\_ Received by: \_\_\_\_\_  
 Account Check:  (Zero Bal.)  (other) \_\_\_\_\_ Date: \_\_\_\_\_

**Approved:**  by: \_\_\_\_\_ Date: \_\_\_\_\_

**Disapproved:**  reason: \_\_\_\_\_

**Permit Number:** \_\_\_\_\_