



Application for
Building Permit and
Certificate of Occupancy
for
Existing Construction
(Form # Eng-§230-170)

This form is to be used for existing construction ONLY

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

Applicant Information: ☐ Owner ☐ Contractor ☐ Other: _____

Last Name: _____ First Name: _____ MI: _____

Company: _____

Address: _____

Address: _____

Phone #: _____ Cell #: _____ E-mail: _____

Property Owner: ☐ Same As Above

Last Name: _____ First Name: _____ MI: _____

Address: _____

Address: _____

Phone #: _____ Cell #: _____ E-mail: _____

INSTRUCTIONS:

1. This application covers both the Building Permit and Certificate of Occupancy. It must be completed and submitted to the Engineering Department.
2. This application must be accompanied by a plan to scale showing the existing construction. Plans shall describe the nature of the work performed, the materials and equipment used and installed and details of structural work.
3. A survey showing the location of the structure on the lot with dimensions to property lines noted, if applicable.
4. For existing construction where no building permit application was submitted, the Building Permit fee is calculated then doubled.
5. Existing construction must be inspected and approved by the Village Building Inspector.
6. A Certificate of Occupancy will be issued after: work done passes inspection; an Electrical Inspection Report is received (if applicable); and WCHD final approval of the septic system (if applicable).
7. If plumbing was included in the existing construction, a licensed plumber must apply for a plumbing permit. The application must include: the current plumbing permit fee; a completed plumbing permit application; a riser diagram plan of existing plumbing system; a copy of the plumber's license from Westchester County.

NATURE OF WORK: (explain): _____

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

Note: Existing work will be approved subject to compliance with the building codes in effect at the time of construction with the exception of any laws, rules and/or regulations to the contrary such as the requirement for smoke and carbon monoxide detectors, truss placards, etc

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. 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.compliancesigns.com , www.trussid.org . A limited number of truss signs may be available at the Engineers office for a small fee.

If none of the above construction materials were used, please check off the last box as indicated below.

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) –*prefabricated or on-site made trusses*
- ☐ Pre-engineered wood construction (PW) –*laminated veneer lumber, wood “I” joists or other engineered lumber*
- ☐ Timber Construction (TC) –*heavy (>6x6) timber construction such as post & beam construction and not 2x light framing construction*

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 as applicable 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 \$ _____ Fee (base fee X2) \$ _____

Certificate of Occupancy Fee \$ _____

Total \$ _____

Fee paid (date): _____ Received by: _____

Account review: ☐ (zero Bal) ☐ (other) _____ Date: _____

Building Permit Approved: ☐ by: _____ Date: _____

Permit Number: _____

Building Permit Disapproved: ☐ reason: _____

Zoning Variance Required? ☐ no ☐ yes

Plumbing Permit Required? ☐ no ☐ yes

Electrical Certificate Required? ☐ no ☐ yes