

Building Department
TOWN OF MONROE, N.Y.

Date Received _____
Examined _____
Disapproved a/c _____
Approved _____

(Building Inspector)

APPLICATION FOR BUILDING PERMIT
INSTRUCTIONS

- a. This application must be completely filled in by typewriter or in printed ink and submitted in duplicate to the Building Inspector.
- b. **This application must be accompanied by two plot plan diagrams drawn to scale** locating clearly and distinctly all buildings and wetland (lakes, ponds, streams, swamps, marsh, etc), whether existing or proposed, and indicate all set-back dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot.
- c. **This application must be accompanied by two complete sets of plans drawn to scale showing proposed construction and two complete sets of specifications.** Plans and specifications shall describe the nature of the work to be preformed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.
- d. The work covered by this application may not be commenced before the issuance of Building Permit.
- e. Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with approved duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection by the Building Department.
- f. No Building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy has been granted by the Building Department.
- g. If a Zoning Board of Appeals variance was issued, submit a copy with this application.

APPLICATION IS HERBY MADE to the Building Department for the issuance of a Building Permit, pursuant to the New York State Uniform fire Prevention and Building Code for the Construction of Buildings, additions or alteration, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinance and regulations.

(Name of Applicant)

Street Box #

Town/City State Zip

State whether applicant is owner, lessee, agent, architect, engineer or builder: _____

Name of owner of Premises: _____

If applicant is corporation, signature of duly authorized officer: _____
(Name and title of corporate officer)

- 1. a. Location of land on which proposed work will be done (Street) _____
b. Tax Map Number, Section _____ Block _____ Lot _____
- 2. State existing use and occupancy of premises and intended use and occupancy of proposed construction.
 - a. Existing use and occupancy _____
 - b. Intended use and occupancy _____
- 3. Nature of work (check all applicable):

New Building	Addition	Alteration	Repair
Removal	Demolition	Swimming Pool	Sign
Deck	Shed	Garage	Conversion
Wetlands	Other (list)		

4. Estimated Cost* _____ Fee _____
5. If dwelling, number or dwelling unit _____ Number of dwelling units on each floor _____ Number of bedrooms in each unit _____. If garage, number of cars _____.
6. If business, commercial or mixed occupancy, specify nature and extent of each type of use _____
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7. Dimensions of existing structure, If any: Front _____ Rear _____ Depth _____
 Height _____ Number or Stories _____
 Dimensions of same structure with alterations of additions Front _____ Rear _____ Depth _____
 Height _____ Number or Stories _____
8. Dimensions of entire new Construction: Front _____ Rear _____ Depth _____ Height _____
9. Size of lot: Front _____ Rear _____ Depth _____
10. Zone or use district in which premises are situated _____
11. Does proposed construction violate any zoning/law ordinance or regulation? _____
12. Name of Owner of Premises _____ Address _____
 _____ Street, Box
 Phone No. _____
 _____ Town, State, Zip
13. Name of Architect/Engineer _____ Address _____
 _____ Street, Box
 Phone No. _____
 _____ Town, State, Zip
14. Name of Contractor _____ Address _____
 _____ Street, Box
 Phone No. _____
 _____ Town, State, Zip
15. Name of Compensation Insurance Carrier _____
 Number of Policy _____ Date of Expiration _____
16. Electrical work to be inspected by, and a Certificate of Approval obtained from the New York Board of Fire Underwriters
17. Will work be performed after competitive bidding or by agreement with owner _____

Costs for the work described in the Application for Building Permit include the cost of all the construction and other work done in connection therewith exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy.

STATE OF NEW YORK
 COUNTY OF ORANGE

ss:

_____ being duly sworn and disposes and says that he is
 (name of individual signing application)

the applicant above names, he is the _____
 (Contractor, agent corporation officer, owner etc.)

of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn before me _____
 this _____ day of _____

Signature of Applicant _____