



APPLICATION FOR BUILDING PERMIT

Project Location:

Section/Block/Lot: _____ Zone: _____

Legal Address: _____

Owner's Name and Address: _____

Owner's Phone: _____ Owner's Alt Phone: _____

Project Information:

Current Use of Property/Building: _____

Proposed Use of Property/Building: _____

Nature of Construction: New Building _____ Conversion _____ Demolition _____ Pool _____
Addition _____ Alteration _____ Other _____

Existing Sqft: _____ Additional/New Sqft _____ Total Sqft _____

Water Service: Well _____ Public _____ Sewer: Public _____ Septic _____

Project Description: _____

Estimated Value of Construction: _____

Application must include 2 copies of proposed building plans and a survey showing setback dimensions. If value is over \$20,000.00, plans must be signed and sealed by a NYS Engineer or Architect.

Application must be signed on page 3 by Property Owner or a completed and notarized APPLICATION OF A PROPERTY AGENT form must be submitted with the APPLICATION FOR BUILDING PERMIT.

General Contractor Information:

Name _____ Phone _____

Address _____

Electrical Contractor Information:

Name _____ Phone _____

Address _____

Plumbing Contractor Information:

Name _____ Phone _____

Address _____

Mechanical Contractor Information:

Name _____ Phone _____

Address _____

All Contractors must submit:

- Copy of a valid Rockland County License
- Contractors Liability Certificate of Insurance

All Contractors with (1) or more employees must submit:

- DB120.1 or DB155- Disability Benefits Certificate
- C105.2 or U26.3 or SI-12- Workers Compensation Certificate

All Contractors with (0) employees may submit:

- CE-200 Certificate of Attestation of Exemption from NYS Workers Compensation and/or Disability Benefits Insurance Coverage form

Certificate Holder on Certificate of Insurance must be written as follows:

Village of Chestnut Ridge
277 Old Nyack Turnpike
Chestnut Ridge, NY 10977

Village of Chestnut Ridge Building Permit Application

BUILDING PERMIT FEE SCHEDULE
(ALL FEES ARE DUE AT THE TIME OF APPLICATION)

New one and two family dwellings:

\$200.00 for the first \$1,000.00 of construction value
\$11.00 for each additional \$1,000.00, or fraction thereof
\$100.00 for Certificate of Occupancy

Additions, alterations, accessory structures, demolition of one and two family dwellings:

\$100.00 for the first \$1,000.00 of construction value
\$9.00 for each additional \$1,000.00, or fraction thereof
\$50.00 for Certificate of Occupancy

New Construction or alterations, repairs, additions, accessory buildings, or structures, demolition, plumbing, etc. for other than one and two family dwellings

\$300.00 for the first \$25,000.00 of construction costs
\$300.00 for the next \$25,000.00 of construction costs
\$400.00 for the next \$50,000.00 of construction costs
\$500.00 for the next \$50,000.00 of construction costs
\$9.00 for each additional \$1,000.00, or fraction thereof
\$100.00 for Certificate of Occupancy or Use

Applicant's Signature: _____

Contact Address: _____

Contact Phone Number: _____

For Building Department Use

Zone _____ Value \$ _____

Permit Number _____ Permit Fee \$ _____

Permit Issued _____ C/O Fee \$ _____

C/O Issued _____ Total \$ _____

Variance Received _____

Variance Number _____

Permit Granted for,

Date _____

Building Inspector _____

Building Inspector



AFFIDAVIT OF OWNERSHIP

Affidavit of Ownership for the following property:

Section _____ Block _____ Lot _____

Address: _____
(No PO Box Accepted)

City: Chestnut Ridge State: New York Zip Code: _____

Property Owner:

Last Name: _____ First Name: _____

Address: _____
(No PO Boxes Accepted)

City: _____ State: _____ Zip: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email: _____

Note: Non-individuals, (i.e, Partnerships, LLC, S-Corp, Corporations, etc.) must submit supporting documentation establishing ownership.

Village of Chestnut Ridge Affidavit of Ownership

State of New York }
County of Rockland } Ss:

I _____ being duly sworn, deposes and says that I am
the owner and fee of all that certain lot, parcel of land, in the Village of Chestnut Ridge, as designated on
the Town of Ramapo Tax Map as:

Section _____, Block _____, Lot _____.

Signature of Owner

Sworn to before me this _____ day of _____, 20_____

Notary Public

Seal

THE FOLLOWING INSPECTIONS ARE REQUIRED AND MUST BE SCHEDULED

1. **Footing Form:** when excavation is complete and forms are in place (prior to concrete).
2. **Foundation:** prior to backfill, check for type of foundation, footing drains and waterproofing.
3. **Plumbing Under Slab:** prior to pour, usually combined with gravel under slab.
4. **Gravel Under Slab:** all vapor barriers, wire and insulation in place.
5. **Framing:** electrical inspection for rough in must be complete prior to this inspection.
6. **Plumbing Rough:** can be combined with framing, head and air tests in place.
7. **Mechanical Rough:** can be combined with framing and plumbing
8. **Insulation:** all fire stopping must be installed.
9. **Footing Drain Outlet**
10. **Grading**
11. **Final:** final electrical inspection must be completed prior to scheduling.

In addition all commercial buildings must have inspections by Village Engineer for site plan compliance and erosion control and Fire Safety Inspections prior to the issuance of a Certificate of Use.



LOCAL LAW No. 26 OF 1987 REQUIRES ALL NON-RESIDENT OWNERS AND CERTAIN LESSEES OF LANDS LOCATED WITHIN THE CONFINES OF THE VILLAGE OF CHESTNUT RIDGE TO DESIGNATE AN AUTHORIZED REPRESENTATIVE.

The Village of Chestnut Ridge Building Department requires proof of authority before acceptance of a signature on any Building Department transaction. If the signer is not the property owner listed on the current Village Tax Roll then sufficient documentation must be submitted to establish them as having legal authority to represent the property owner.

Designation for the following property:

Section _____ Block _____ Lot _____

Address: _____
(No PO Box Accepted)

City: Chestnut Ridge State: New York Zip Code: _____

Village of Chestnut Ridge
Authorized Representative Designation Form

Property Owner:

Last Name: _____ First Name: _____

Date of Birth (DOB): _____

Address: _____
(No PO Boxes Accepted)

City: _____ State: _____ Zip: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email: _____

Authorized Representative

Last Name: _____ First Name: _____

Date of Birth (DOB): _____

Address: _____
(No PO Boxes Accepted)

City: _____ State: _____ Zip: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email: _____

Village of Chestnut Ridge
Authorized Representative Designation Form

Homeowner Affidavit

I, _____ designate _____
Name of Property Owner Print name of Authorized Representative

as my authorized representative and affirm that all information and statements are true and complete to the best of my knowledge.

Signature of Property Owner

Notary Certification:

State of _____ County of _____

I certify that on the date set forth below the individual(s) named above did appear personally before me and that I did identify the applicant by comparing the applicant's signature and DOB on his/her identifying document. The statements and documents are subscribed and sworn to before me by the applicant on this date: _____ / _____ / _____
MM DD YYY

Signature of Notary Public _____

Notary ID Number: _____ Expiration Date: _____

(SEAL)

Village of Chestnut Ridge
Authorized Representative Designation Form

Authorized Representative Affidavit

I, _____ agree to act as the authorized representative in all
Print Name of Authorized Representative

Matters concerning the management and operation of the above listed property, in relation to the Village of Chestnut Ridge, including but not limited to, the acceptance of service of notices and process and affirm that all information and statements are true and complete to the best of my knowledge.

Signature of Authorized Representative

Notary Certification:

State of _____ County of _____

I certify that on the date set forth below the individual(s) named above did appear personally before me and that I did identify the applicant by comparing the applicant's signature and DOB on his/her identifying document. The statements and documents are subscribed and sworn to before me by the applicant on this date: _____ / _____ / _____
MM DD yyy

Signature of Notary Public _____

Notary ID Number: _____ Expiration Date: _____

(SEAL)



AFFIDAVIT FINAL COST OF CONSTRUCTION

State of New York }
County of Rockland } ss.:

_____, being duly sworn, deposes and says that he/she is the Applicant or Agent of the Applicant named in the Application for a Building Permit dated _____, relating to construction or other work to be performed on, or in connection with the premises located at the following address: _____; that the estimated stated in said application of the construction or other work described therein was _____ Dollars (\$ _____); that the actual final cost of such construction or other work was _____ Dollars (\$ _____) and that said construction or other work was performed in accordance with the applicable provisions of the law.

Signature

Sworn to before me this _____ day of _____, 20_____

Notary Public



For Official Use Only:

Permit Number: _____
Field Cost: \$ _____
Permit Fee Paid: \$ _____
Additional Fee: \$ _____

Costs for the work described in the Application for Building Permit includes the cost of all the construction and other work done in connection therewith, exclusive of the cost of the land, if the final cost is less than the estimated cost stated in the Application for Building Permit, no portion of the fees paid upon the filing of the application will be refunded.