



APPLICATION FOR BUILDING PERMIT

Project Location:

Section/Block/Lot. _____ Zone: _____

Legal Address: _____

Owner's Name: _____ D.O.B. _____

Email Address: _____

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

*A copy of property owner's Driver's License or Photo ID must be attached to all applications

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: Well _____ 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.



277 OLD NYACK TURNPIKE, CHESTNUT RIDGE, NY 10977 / 845-425-2805 / FAX 845-352-6277

Authorized Representative Designation Form

General Contractor Information: Name _____ Phone _____

Address _____

Email 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 Contractor with (1) or more employees must submit:

- DB120.1 OR DB155- Disability Benefits Certificate
- C 105.2 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



Building Permit Fee Schedule
(ALL FEES ARE DUE AT THE TIME OF APPLICATION)

New one- and two-family dwellings:

\$250.00 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 structure, 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
\$100.00 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 \$500.00 for the first \$25,000.00 of construction cost

\$400.00 for the next \$25,000.00 of construction cost
\$550.00 for the next \$50,000.00 of construction cost
\$550.00 for the next \$50,000.00 of construction cost
\$11.00 for each additional \$1,000.00 or fraction thereof
\$150.00 for Certificate of Occupancy or Use

Engineering Escrow

\$2,500.00 for New Homes
\$1,500.00 for Additions, pools, etc.

Land Disturbance Fee

\$250.00 for first 1,000 Sqft of affected area or part thereof
\$100.00 for each additional 1,000 Sqft of affected area or part thereof

Applicant's Signature: _____

Contact Address: _____

Contact Phone Number: _____

For Building Department Use

Zone _____ Value \$ _____

Permit # _____ Permit Fee \$ _____

Permit Issued _____ C/O Fee \$ _____

C/O Issued _____ Total \$ _____

Variance Received _____

Variance Number _____

Permit Granted for: _____

Date: _____ Building Inspector: _____

Building Inspector



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THE FOLLOWING INSPECTIONS ARE REQUIRED AND MUST BE SCHEDULED

1. **Pre-construction meeting:** contact Village Engineer
2. **Footing Form:** when excavation is complete and forms are in place (prior to concrete).
3. **Foundation:** prior to backfill, check for type of foundation, footing drains and waterproofing.
4. **Plumbing Under Slab:** prior to pour
5. **Gravel Under Slab:** all vapor barriers, wire, and insulation in place.
6. **Dry well:** Village Engineer inspection.
7. **Framing:** electrical inspection for rough in must be complete prior to this inspection.
8. **Plumbing Rough:** can be combined with framing, head, and air test in place.
9. **Mechanical Rough:** can be combined with framing and plumbing.
10. **Insulation:** all fire stopping must be installed and air sealing complete.
11. **Footing Drain Outlet**
12. **Grading:** Village Engineer inspection.
13. **Blower Door/Duct Blower Test:** third party inspection must be supplied.
14. **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.



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AFFIDAVIT OF OWNERSHIP

Affidavit of Ownership for the following property:

Section: _____ Block: _____ Lot: _____

Address: _____

(No PO Box Accepted)

City: _____ State: _____ Zip: _____

Property Owner:

Last Name: _____ First Name: _____

Driver's License or ID #: _____

D.O.B.: _____

Address: _____

(No PO Box 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 and party responsible for LLC etc.

State of _____
County of _____

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



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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: _____

Property Owner:

Last Name: _____ First Name: _____

D.O.B.: _____

Address: _____

(No PO Box Accepted)

City: _____ State: _____ Zip: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email: _____

Authorized Representative:

Last Name: _____ First Name: _____

D.O.B.: _____

Address: _____

(No PO Box Accepted)

City: _____ State: _____ Zip: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email: _____



Homeowner Affidavit

I, _____ (Name of Property Owner) designate _____
(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 ____ day of _____ 20____ the individual(s) _____
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:

Signature of Notary Public





Authorized Representative Affidavit

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

Authorized Representative

Notary Certification:

State of

County of

I certify that on the ____ day of _____ 20____ the individual(s) _____ 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:

Signature of Notary Public





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PLEASE NOTE

**THE “AFFIDAVIT OF FINAL
COST OF CONSTRUCTION”
MUST BE COMPLETED AND
SUBMITTED AND ANY
OUTSTANDING FEES PAID IN
FULL BEFORE ANY
CERTIFICATE OF OCCUPANCY
USE WILL BE ISSUED**

Building, Planning and Zoning

277 Old Nyack Turnpike, Chestnut Ridge, NY 10977 (845) 425-8283 FAX (845) 425-7199

Revised (3/2025)



AFFIDAVIT FINAL COST OF CONSTRUCTION

State of

County of

_____ 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 #: _____

Field Cost: \$ _____

Permit Fee Paid: \$ _____

Additional Fee: \$ _____

Costs for the work described in the Application for Building Permit includes the cost of al/ 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.



IMPORTANT – PLEASE READ NOW

PRE-CONSTRUCTION MEETING

PLEASE CONTACT THE VILLAGE ENGINEER AT
201-934-0300 TO ARRANGE A PRE-
CONSTRUCTION MEETING PRIOR TO THE
BEGINNING OF ANY CONSTRUCTION WITH
APPROVED SITE PLANS. CONSTRUCTION
INSPECTIONS **WILL NOT** BE CONDUCTED BY
THE BUILDING DEPARTMENT UNTIL A RE-
CONSTRUCTION MEETING HAS TAKEN
PLACE AND ALL SITE PREPARATION
MEASURES HAVE BEEN APPROVED.



IMPORTANT- PLEASE READ NOW

PRE-CONSTRUCTION MEETING

PLEASE CONTACT VILLAGE ENGINEER AT 201-934-0300 TO ARRANGE A PRE-CONSTRUCTION MEETING PRIOR TO THE BEGINNING OF ANY CONSTRUCTION WITH APPROVED SITE PLANS. CONSTRUCTION INSPECTIONS WILL NOT BE CONDUCTED BY THE BUILDING DEPARTMENT UNTIL A PRE-CONSTRUCTION MEETING HAS TAKEN PLACE AND ALL SITE PREPARATION MEASURES HAVE BEEN APPROVED.

PLEASE NOTE

THE "AFFIDAVIT OF FINAL COST OF CONSTRUCTION" MUST BE COMPLETED, SUBMITTED, AND ANY OUTSTANDING FEES PAID IN FULL BEFORE ANY CERTIFICATE OF OCCUPANCY/USE WILL BE ISSUED

The following must be complete before scheduling C of O inspections in any new construction

All construction must be complete and all required construction inspections approved

Electrical underwriters' certificates received

Alarm system and Sprinkler system test reports received if present in building

A fire inspection must be coordinated in all commercial buildings

Blower door test reports must be submitted to building department as required

Duct blower test reports must be submitted to the building department for all duct work that exists outside of the building's thermal envelope

All signage must be installed on building, including truss and firewall signs

All structures with truss construction of any kind must have the appropriate signs attached to the building

Residential and Commercial both have requirements contact the building department for information if needed

Knox boxes must be installed as required

Landscaping and all site work must be complete and approved by Village Engineer Martin Spence of an as-build survey must be provided to Village Engineer prior to final site sign off Affidavit of Final Cost of Construction

must be completed and any outstanding balances must be paid to: Office of the Village Engineer

Village of Chestnut Ridge, NY

Applicants seeking inspection for Certificate of Occupancy shall complete and submit the following items for Engineering related work. Applicant to submit the following at time of request:

1. As-Built Survey prepared by a Professional Land Surveyor including the following:
2. Location of drainage structures including size of pipes, inverts, and grate elevations
3. Offsets of Buildings
4. Grades including structure and site
5. Site improvements with listing of development coverage.

(Note: As-Built shall be submitted to the Office of the Village Engineer prior to inspections being performed)

General Site Requirements

S-1. All grading shall be final and stabilized in compliance with Soil Erosion and Sediment Control Standards

s-2. Site improvements shall be complete as per approved plans or submit list of outstanding items.

s-3. Roads shall be repaired if damaged by the construction

Building, Planning and Zoning

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s-4. Property shall be accessible and safe

Date of Request: _____

Requested Date of Site Inspection: _____

(Note: There may be up to a 2-week processing period for the Certificate of Occupancy)

Request for: Temporary (Conditional) _____ Final _____

(Note: any incomplete items at time of inspection will require issuance of a Temporary CO)

Date Certificate of Occupancy is needed: _____

Property Address: _____

Tax Map Designation: _____ Current Subdivision Project: _____

Phone: _____ Fax: _____

Email: _____

Owner: _____

Contractor: _____ Phone: _____

Listing of any incomplete construction items as of date of inspection:

Submit this form with an As-Built to the Village Building Department for processing. Building Department will forward to the Village Engineer (Spence Engineering 201 934 0300) mail@spenceengineer.com