

Approved _____



1465 Orange Turnpike
Monroe, NY 10950

www.townofmonroeny.gov | 845-783-1900 ext. 208

Permit No. _____

Building Inspector

APPLICATION FOR BUILDING PERMIT

INSTRUCTIONS:

- Application** must be completely filled out and submitted in duplicate to the Building Inspector.
- Two survey's 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.
- Two sets of plans and specifications drawn to scale showing proposed construction.** Plans and specifications describing 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. ***If a Zoning Board of Appeals variance was issued, submit a copy with this application.
- Contract Agreement or Contract** (if applicable)
- Liability Insurance Certificate and Workman's Compensation Certificate** naming The **Town of Monroe** as Certificate Holder.
- If the owner and/or contractor is an LLC, CORP, or INC: submit an [Entity Disclosure Form](#) with application.
- Fees:** See attached building permit fee schedule. All fees are to be paid at the time of application.

APPLICATION IS HERBY MADE for the issuance of a Building Permit, the applicant agrees to comply with all applicable laws, ordinance and regulations. No work covered by this application may be commenced before a Building Permit is issued.

Name of Applicant: _____

Full Address: _____

State whether applicant is: ☐ Owner ☐ Architect ☐ Engineer ☐ Contractor/Builder ☐ Other _____

If applicant is a corporation, provide name & title of duly authorized officer and a completed **Entity Disclosure Form**:

1. Address of proposed work being done: _____ SECTION: _____ BLOCK: _____ LOT: _____

2. Nature of work (describe in detail) _____

3. **Estimated Cost*** _____ **Fee:** _____ **Fee w/ Violations:** _____

*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. **Checks made payable to Town of Monroe.**

4. Dimensions of entire new Construction: Front _____ Rear _____ Depth _____ Height _____

5. Name of Owner of Premises _____ Phone #: _____
Address: _____

6. Name of Architect/Engineer _____ Phone #: _____
Address: _____

7. Name of Contractor _____ Phone #: _____
Address: _____

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.

SIGNATURE _____

EMAIL: _____

*Certificate of Occupancy/Completion will be issued by e-mail ONLY



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BUILDING PERMIT FEE SCHEDULE

Estimated Cost	Fee B/P	Estimated Cost	Fee B/P	Estimated Cost	Fee B/P	Estimated Cost	Fee B/P
\$1,000	\$200	\$26,000	\$700	\$51,000	\$1,200	\$76,000	\$1,700
\$2,000	\$220	\$27,000	\$720	\$52,000	\$1,220	\$77,000	\$1,720
\$3,000	\$240	\$28,000	\$740	\$53,000	\$1,240	\$78,000	\$1,740
\$4,000	\$260	\$29,000	\$760	\$54,000	\$1,260	\$79,000	\$1,760
\$5,000	\$280	\$30,000	\$780	\$55,000	\$1,280	\$80,000	\$1,780
\$6,000	\$300	\$31,000	\$800	\$56,000	\$1,300	\$81,000	\$1,800
\$7,000	\$320	\$32,000	\$820	\$57,000	\$1,320	\$82,000	\$1,820
\$8,000	\$340	\$33,000	\$840	\$58,000	\$1,340	\$83,000	\$1,840
\$9,000	\$360	\$34,000	\$860	\$59,000	\$1,360	\$84,000	\$1,860
\$10,000	\$380	\$35,000	\$880	\$60,000	\$1,380	\$85,000	\$1,880
\$11,000	\$400	\$36,000	\$900	\$61,000	\$1,400	\$86,000	\$1,900
\$12,000	\$420	\$37,000	\$920	\$62,000	\$1,420	\$87,000	\$1,920
\$13,000	\$440	\$38,000	\$940	\$63,000	\$1,440	\$88,000	\$1,940
\$14,000	\$460	\$39,000	\$960	\$64,000	\$1,460	\$89,000	\$1,960
\$15,000	\$480	\$40,000	\$980	\$65,000	\$1,480	\$90,000	\$1,980
\$16,000	\$500	\$41,000	\$1,000	\$66,000	\$1,500	\$91,000	\$2,000
\$17,000	\$520	\$42,000	\$1,020	\$67,000	\$1,520	\$92,000	\$2,020
\$18,000	\$540	\$43,000	\$1,040	\$68,000	\$1,540	\$93,000	\$2,040
\$19,000	\$560	\$44,000	\$1,060	\$69,000	\$1,560	\$94,000	\$2,060
\$20,000	\$580	\$45,000	\$1,080	\$70,000	\$1,580	\$95,000	\$2,080
\$21,000	\$600	\$46,000	\$1,100	\$71,000	\$1,600	\$96,000	\$2,100
\$22,000	\$620	\$47,000	\$1,120	\$72,000	\$1,620	\$97,000	\$2,120
\$23,000	\$640	\$48,000	\$1,140	\$73,000	\$1,640	\$98,000	\$2,140
\$24,000	\$660	\$49,000	\$1,160	\$74,000	\$1,660	\$99,000	\$2,160
\$25,000	\$680	\$50,000	\$1,180	\$75,000	\$1,680	\$100,000	\$2,180

Example:	Estimated Cost	Calc.	Fee
	\$100,000	(see schedule)	\$2,180
	\$25,000	(25 x 10)	\$250
	\$125,000		\$2,430

Additional \$10.00 per \$1,000 after \$100,000

Make checks payable to:

Town of Monroe

Permit Fees will be based on Fair Market cost of construction. Estimated cost is to be rounded up to the next thousand. (Example: est. cost \$25, 350, would become \$26, 000).

Building Permit fees will be TRIPLED where application is made for work performed without the applicant having initially secured a building permit.