

VILLAGE OF IRVINGTON

BUILDING DEPARTMENT
85 MAIN STREET
IRVINGTON, NEW YORK 10533
TEL: (914) 591-8335



APPLICATION FOR CHANGE OF PERMITTED USE and/or OCCUPANCY PERMIT

Refer to the Administrative Permits Folder for Additional Information (An Application in the CloudPermit Portal is also Required)

I the undersigned owner of the property listed below request pursuant to 224-54.1 "Change of Occupancy or Use in a Business, Industrial or Railroad District" in the Code of the Village of Irvington, request change of tenant in Business, Industrial or Railroad District;

PERMIT APPLICATION REQUIREMENTS:

1. One (1) notarized applications;
2. Two (2) copies of detailed floor plans showing all measurements and dimensions, and plot plans (illustrating parking), indicating proposed changes and conformance with code requirements;
3. Permit Fee of \$25.00 (check or money order only);
4. Planning and Zoning Board, as required (with case numbers);
5. Compliance with all applicable codes;
6. Inspection Report of premises and approval by the Building and Fire Departments.

PROJECT PROPERTY

- Address: _____
- Sheet _____ Block _____ Lot _____ Parcel _____
- Account Number: _____
- P.I.D. Number: _____
- Is affected Property, as defined in Appendix A in the Historic Overlay District, in the Irvington Zoning Code defined as a "Contributing Building) Yes ___ No ___

Use (Zoning code ie restaurant, sales office etc.)

Existing: _____ Proposed: _____

Use Classification (State Code ie: "A" assembly, "B" business etc.)

Existing _____ Proposed _____

Description of Proposed Changes, Construction or alterations

PROPERTY OWNER INFORMATION

Property Owner: _____
Mailing Address: _____
Email Address: _____
Phone Number: _____ Cell Phone Number: _____

PROPOSED TENANT INFORMATION

Tenant: _____
Mailing Address: _____
Email Address: _____
Phone Number: _____ Cell Phone Number: _____

EXISTING TENANT INFORMATION

Tenant: _____
Mailing Address: _____
Email Address: _____
Phone Number: _____ Cell Phone Number: _____

AFFIDAVIT OF OWNER AND APPLICANT

State of New York }
 }
County of Westchester } ss:

_____ being duly sworn, deposes and says: that _____ is the owner in fee of the premises to which this application applies; that the applicant is duly authorized to make this application; and that the statements contained here are true to the best of his/her 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, and in and in accordance with all applicable laws, ordinances and regulations. Applicant also acknowledges that he/she has reviewed village code sections 224-36 (uses in the Business District) and 224-39 (uses in the Industrial District) and confirms that the proposed change is allowed under village zoning (Note: The filing of this application does not constitute a permit to commence construction, a separate Building Permit is required for any physical, interior or layout changes in the interior, exterior or egress.)

Note: If applicant is not owner of premises, owner's signature or written permission by owner must be affixed to this application.

Signature of owner

Sworn to before me on this _____ day of _____, 20____.

Notary Public

- Pursuant to 224-54-A-1, all building permits expire one year from approval date. Applicant must request a renewal prior to the expiration date; otherwise the application will be subject to additional fees.

- All fees are collected at time of application.

- Original signatures are required on all applications.