

**Village of Woodridge
Building Department
2 Dairyland Road, Box 655
Woodridge, New York 12789**

Phone (845) 434-7447

SBL

Permit #

Paid Check #

Application for Building Permit

**ONLY CHECKS AND MONEY ORDERS MADE PAYABLE TO THE VILLAGE OF WOODRIDGE WILL BE
ACCEPTED**

INSTRUCTIONS:

1. This application must be completely filled in by typewriter or in ink and submitted to the Building Inspector.
2. A plot plan showing location of lot and buildings on premises with appropriate dimensions, relationship to adjoining premises or public streets and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.
3. This application must be accompanied by two complete sets of plans showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials, and equipment to be used and installed, and details of structural, mechanical and plumbing installations.
4. The work covered by this application may not be commenced before issuance of a Building Permit.
5. Upon approval of this application, the Building Inspector will issue a Building Permit to the applicant, together with approved set of plans and specifications. Such permit, approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
6. Be advised Sullivan County Local Law No. 13 and 1977 requires use of Licensed Electrical Contractors.
7. **NO BUILDINGS OR STRUCTURE SHALL BE OCCUPIED OR USED IN WHILE OR IN PART OF ANY PURPOSE WHATSOEVER, UNTIL A CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN GRANTED BY THE BUILDING INSPECTOR.**

8. Note: The homeowner is ultimately responsible for acquiring the certificate of occupancy
APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the New York Building Construction and Code Ordinance of The Village of Woodridge for the construction of buildings, additions or alterations, or for the removal or demolition of use of property, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Name of Applicant

Mailing Address

Signature of Applicant

Telephone #

Name of Owner (Please Print)

Mailing Address

Telephone #

Date

Applicant is (check box indicating which is applicable):

☐ Owner ☐ Lessee ☐ Agent ☐ Architect/Engineer ☐ Contractor/Builder

If applicant is a corporation, signature of duly authorized officer _____

Name & Address of Corporate Officer _____

1. Street address of site where work will be done: _____

Tax Map No./SBL: _____ Unit No: _____

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 box indicating which is applicable):

a. ☐ New Building ☐ Addition ☐ Alteration ☐ Repair ☐ Replacement

☐ Mobile Home ☐ Deck ☐ Other _____

b. Number of Stories: _____ Number of Bathrooms: _____ Number of Toilets: _____

Number of Bedrooms: _____ Number of Families: _____ Heating System: _____

4. Description of work: _____

5. Estimated Cost: _____ Fee: _____
(To be paid upon filing of application)

6. If dwelling, number of dwelling units: _____

Number of dwelling units on each floor: _____

If garage, number of cars: _____

7. If business, commercial or mixed occupancy, specify nature and extent of each type of use:

8. Dimensions of new construction and/or addition:

Front: _____ Rear: _____ Depth: _____ Height: _____ Stories: _____

9. Dimensions of existing structures:

Front:_____ Rear:_____ Depth:_____ Height:_____ Stories:_____

10. Dimensions of Deck:

Front:_____ Rear:_____ Depth:_____ Total Square Footage:_____

11. Dimensions of Mobile Home:

Front:_____ Depth:_____ Make:_____ Model:_____ Year:_____

12. Size of Lot:

Font:_____ Rear:_____ Depth:_____ Front Yard:_____ Rear Year:_____

Side Yards:_____ Is this a corner lot?_____

13. Zone in which premises are situated:_____

14. Does proposed construction violate any zoning law, ordinance or regulations:

15. Name of Contractor's Compensation Carrier:_____

Number of Policy:_____ Date of Expiration:_____

16. Name of Contractor(s):_____

Address:_____ Phone Number:_____

17. Name of Architect/Engineer:_____

Address:_____ Phone Number:_____

18. Name of Electrician:_____

19. Name of Electrical Inspection Agency:_____

20. Name of Plumber:_____

IMPORTANT

- Do not pour footing until the location of building on lot and soil has been inspected.
- Defer backfilling until waterproofing of foundation is approved by the Building Department.
- Walls are not to be covered until inspected by the Building Department.

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

SHOW PLOT PLAN ON REAR OF PAGE
(use additional sheet if necessary)

Attention Building Permit Applicant

This Checklist Must be Submitted Along With Your Completed Application.

Write N/A where not applicable

1. I have read the instructions on the front of the permit application. _____
2. I have submitted a plot plan showing the lot and building on the premises. _____
3. I have submitted legible detailed plans as per the instructions on the permit. _____
4. I understand the work may not be started until a permit is issued. _____
5. I understand that all electrical work must be independently inspected. _____
6. I understand that not displaying the permit placard is a \$50.00 fine. _____
7. I understand that a Workman's Comp. exemption # or policy must be submitted. _____
8. I understand that const. debris must not be left outside during const. _____
9. I understand that a minimum of 24 hours is required for inspections. _____
10. I understand that any change requires updating the permit. _____
11. I understand that it is illegal to occupy or use without a C/O. _____
A fine of \$1,500 per day for occupying without a C/O
12. I understand that a C/O must be issued prior to occupancy of use. _____
13. I understand that a 911 number must be installed at the property. _____
14. I have given a copy of this checklist to my contractor. _____

By signing below I am stating that I have read and agree to the statements above and the dwelling, structure, fuel burning device, etc. will not be used or occupied until the issuance of a Certificate of Occupancy by the building department.

Signature of applicant: _____ Date: _____

While not a requirement for a building permit, it is strongly suggested that final payment to contractors be subject to the issuance of a C/O.

Suitable Containers Required for Garbage

- All commercial or residential construction sites, whether a building permit is required or not, shall have suitable containers on site at all times to accommodate any and all construction related debris
- Containers are to be covered each day and night when not in use.
- Storage of construction related debris may be inside the building.
- Construction debris must be properly disposed of at the landfill at the end of the construction project. All landfill receipts must be made available upon request of the Code Enforcement Officer and must be submitted to the Code Enforcement Office prior to issuance of a certificate of occupancy.
- No outside storage of construction or project related debris shall be permitted to accumulate, and all outside areas of the work site must remain free of debris, trash and garbage and must be cleaned regularly to ensure compliance.
- In the event of noncompliance with the provisions of this article, a stop work order shall be posted on the property and all project related activities shall cease until the Code Enforcement Officer has inspected the property and compliance is verified. A stop work order shall encompass the whole of the job site that is deemed in violation.

I have read the above stated code section regarding construction debris and storage and fully understand that outside storage of const. debris is prohibited and a stop work order for the entire const. project may be imposed for violation of the code section. I do hereby agree to provide suitable const. debris storage as required by this code section and to keep the job site clean at all times.

Signature: _____ Date: _____

Title: _____

OWNER PROXY

THIS FORM MUST BE FILLED OUT IF YOU ARE GIVING SOMEONE ELSE PERMISSION TO ACT ON YOUR BEHALF
DURING CONSTRUCTION

(Owner) _____ deposes and states that he/she resides at:

And that he/she is the owner of the premises described in the attached application for a building permit/zoning application/planning board application and further states that he/she has authorizes _____ to make said application, secure any necessary permits and approvals, call for inspections, and request a certificate of occupancy upon satisfactory completion of the work described in said application.

Date: _____

Owners Signature

Witness' Signature

H.O.A Building Permit Permission Form

I, [board member] _____

have received a request from, [applicant] _____

The owner of unit # _____ SBL#: _____

located at [property name] _____

for a [property name] _____

Having reviewed the applicants request the association has decided to:

Check Box:

Approve ☐ with the following conditions _____

Denied ☐ _____

I assert that I am a board member of the homeowners association and this matter has been discussed with other board members and this is the decision of the majority of the board.

Signed: _____

Title: _____

Print Name: _____

Phone Number: _____

Date: _____

Attention!

The Code Enforcement Office must be made aware when new board members are elected or replaced. The names, phone numbers and mailing addresses of all board members should be updated regularly in the event of an emergency and to prevents any confusion or delays in the permit process. Please add a copy of this required information on a separate sheet along with this form to avoid delays in the permit process.

SULLICAN COUNTY BOARD OF ELECTRICAL LICENSING

STATEMENT

Re: Local Law No.2 of 1990 entitled "The Electrical Licensing Law of Sullivan County"

I hereby state under penalties of perjury that I own and occupy the premises located at:

Recently, electrical work was done at said premises, in which electrical work was installed, maintained and/or replaced by myself, the homeowner or the property described above.

Description of Type of Electrical Work:

Dated: _____

Note: False statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the Penal Law.

X _____
Homeowner Signature

Print Name

Print Address

ELECTRICAL CONTRACTORS VERIFICATION FORM

Electrical Contractor's Name: _____
Inspector License #: _____
Property Owner: _____
Property Address - Street: _____
Hamlet: _____

Signature of Electrical Contractor: _____
Date: _____

No walls are to be covered until this form is returned to the Building Department and they have verification that the electrical contractor mentioned above is performing said work.

Job: _____
TAX MAP#: _____

Return this form signed by a Sullivan County Licensed Electrician

Legal Notice

Notice is hereby given that the Planning Board of the Village of Woodridge, County of Sullivan, State of New York will hold a public hearing at 2 Dairyland Road, Woodridge, New York 12789 (Village Hall) on _____ at 7:00 PM on the approval of the proposed ____ site plan ____ subdivision ____ special permit consisting of _____ on the lands of _____ located on _____ Application of the proposed _____ is on file and maybe inspected at the Code Enforcement Office located at 2 Dairyland Road, Woodridge, New York 12789 (Village Hall) prior to the public hearing.

Dated: _____

BY ORDER OF THE VILLAGE OF WOODRIDGE PLANNING BOARD