

**Village of Ellenville  
Government Center  
Department of Public Safety  
Building and Zoning Division**

**2 Elting Court  
Ellenville, New York 12428  
Phone: 845-647-7080 ext. 310, Fax: 845-647-7171**

Examined _____, 20__	Site Information:
Approved _____, 20__	Section _____ Block _____ Lot _____
Disapproved a/c _____	Street Address _____
Permit No. _____	Applicant Information:
Cost* _____	Applicant Name: _____
Fee _____	Applicant Phone Number: _____

To be paid at time of application  
 \*Costs for the work described in the Application for Building Permit include the cost of all the construction and other work 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.

**APPLICATION FOR BUILDING PERMIT**

Pursuant to New York State Uniform Fire Prevention and Building Code and Village Ordinances

Date \_\_\_\_\_, 20\_\_

**INSTRUCTIONS**

- A. This application must be completely filled in by typewriter or ink and submitted in duplicate to the Building Inspector.
- B. Attach a photocopy of deed to property, and include parcel account number.
- C. Plot plan showing location of lot and buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram of a survey map by a licensed land surveyor. The survey shall be dated within one (1) year. Adjacent property surveys are required when used for average front yard setbacks and to show existing grades.
- D. 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, electrical and plumbing installations.

\*\*All documents submitted for approval must be in accordance with the New York State Uniform Fire Prevention and Building Code.

\*\*Energy Code certifications and calculations are to be in accordance with the Energy Conservation Construction Code of New York State and must bear the seal of a Registered Architect or Engineer licensed to practice in New York State.

\*\*All zoning calculations are to be included on the drawings.

In addition to the basic plans, elevations and building sections:

- 1. Indicate use and construction type per state code.
- 2. Indicate the method of storm water disposal.
- 3. Indicate finished floor elevation.
- 4. Indicate both existing and finish grades at property line and around building.

**NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE VILLAGE OF ELLENVILLE.**

5. Provide a 3/4"=1'-0" wall section.
  6. Designate egress elements including emergency escape and rescue openings (egress windows).
  7. Indicate smoke, heat and carbon monoxide detectors on electrical drawings.
  8. Show all utility connections from house to municipal services.
  9. Provide attic and crawl space ventilation calculations.
  10. Show all foundation depths on building elevations and sections.
  11. Indicate all adjacent structures on adjoining properties.
  12. Provide a gas riser diagram (if applicable).
  13. Provide a plumbing riser diagram.
  14. Provide an electrical diagram indicating power and lighting.
- E. The work covered by this application may not be commenced before the issuance of Building Permit.
- F. 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 and approved plans and specifications shall be kept on the premises, available for inspection throughout the progress of the work.
- G. No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Inspector.
- H. The applicant does hereby consent to permit any building inspector to enter upon the premises without a search warrant.
- I. The application shall be made by the owner, or by the agent, architect, engineer or builder employed in connection with the proposed work. Where such application is made by a person other than the owner, it shall be accompanied by an affidavit of the owner that proposed work is authorized by the owner and that the applicant is authorized to make such an application; and that the affidavit shall contain a statement that the owner authorizes the applicant to consent to permit the building official, any building inspector and any officer or employee of the building department to enter upon the premises without a search warrant.
- J. The applicant must provide an original copy for insurance covering Worker's Compensation, Liability and Disability naming the Village of Ellenville as Certificate Holder and additionally insured.

APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the New York Uniform Fire Prevention and Building Code and the Ordinances of the Village of Ellenville, for the construction of buildings, additions or alterations, or for removal or demolition or use of property, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Address of applicant)

State whether applicant is owner, lessee, agent, architect, engineer or builder: \_\_\_\_\_

Name of owner of premises: \_\_\_\_\_

If applicant is a corporation, signature of duly authorized officer \_\_\_\_\_  
(Name and title of corporate officer)

- 1. Nature of work (check which applicable):  New Building     Addition     Alteration     Repair
- Removal     Demolition     Signs

Describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Location of land on which proposed work will be done: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

3. 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 \_\_\_\_\_

4. If dwelling, number of dwelling units \_\_\_\_\_ Number of dwelling units on each floor \_\_\_\_\_

If garage, number of cars \_\_\_\_\_

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

6. Dimensions of existing structures, if any:

Front \_\_\_\_\_ Rear \_\_\_\_\_  
Depth \_\_\_\_\_ Height \_\_\_\_\_  
Number of Stories \_\_\_\_\_

7. Dimensions of same structure with alterations or additions:

Front \_\_\_\_\_ Rear \_\_\_\_\_  
Depth \_\_\_\_\_ Height \_\_\_\_\_  
Number of Stories \_\_\_\_\_

8. Dimensions of entire new construction:

Front \_\_\_\_\_ Rear \_\_\_\_\_  
Depth \_\_\_\_\_ Height \_\_\_\_\_  
Number of Stories \_\_\_\_\_

9. Size of lot:

Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Front Yard \_\_\_\_\_  
Rear Yard \_\_\_\_\_ Side Yard \_\_\_\_\_  
Is this a corner lot? \_\_\_\_\_

11. Zone or use district in which premises are situated \_\_\_\_\_

12. Does proposed construction violate any zoning law, ordinance or regulation? \_\_\_\_\_

13. Name of Compensation Insurance Carrier:

\_\_\_\_\_  
Policy Number \_\_\_\_\_ Date of Expiration \_\_\_\_\_

14. Name of Liability Insurance

\_\_\_\_\_

Policy Number \_\_\_\_\_ Date of Expiration \_\_\_\_\_

15. Name of Owner of Premises:

\_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

16. Name of Architect or Engineer:

\_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

17. Name of Contractor:

\_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

18. Name of Electrical Contractor:

\_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

All electrical work must be inspected by, and a Certificate of Approval obtained from, the New York Board of Fire Underwriters.

17. Type of heat \_\_\_\_\_

18. Number of toilets \_\_\_\_\_ Number of baths \_\_\_\_\_

19. The following conditions and requirements must be met during construction:

- A. The work must be completed within one (1) year from the date of approval or the permit will be revoked.
- B. Construction must be in conformance with the New York State Uniform Fire Prevention and Building Code.
- C. Construction shall be performed in such a manner that the workmen and public shall be protected from injury and adjoining property shall be protected from damage, by the use of scaffolding, under pinning or other approved methods.
- D. Temporary toilet facilities shall be provided and maintained for employees engaged in the construction, alteration or demolition of buildings on the basis of one (1) unit for each of thirty (30) persons.
- E. Work hours for alterations/construction are 7:00 AM to 9:00 PM.
- F. Fire warning systems are required as per the N.Y.S. Code.
- G. Separate permits may be required, if applicable, for the following: Sewer connections, potable water connections, signs, street openings, curb cuts, fences, sidewalks and driveways.
- H. The Building Inspector must be notified a minimum of twenty four (24) hours in advance to make required inspections before work continues to include but not limited to: excavations, soil/subsoil, footings, framing, plumbing roughing, electrical, insulation, exit features, fire protections and detection system and final inspection.
- I. Do not proceed with framing until the Building Department has approved the foundation survey.
- J. The construction site shall be maintained litter free and free of physical hazards.
- K. Trees not to be removed due to construction shall be protected by a barricade out to their drip line so earth around said trees will not become compacted.
- L. All work must be done in accordance with the approved plans and specifications. Changes must be filed as amended documents and approved before the changes are implemented in the field.
- M. An approved set of plans and specifications shall be kept on the premises at all times so as to be made available for inspection throughout the progress of the work.
- N. Before a Certificate of Occupancy or Completion is issued, the following is required: Electrical Certificate issued by The New York Board of Fire Underwriters. Final survey showing all improvements.
- O. A Certificate of Occupancy must be issued prior to occupying the premises.