

**PERMIT EXPIRES TWO (2) YEARS FROM DATE OF ISSUANCE.  
TWO SIX (6) MONTH EXTENSIONS MAY BE GRANTED PRIOR TO EXPIRATION DATE.**

**APPLICATION FOR BUILDING / DEMOLITION PERMIT**

**TOWN OF ORANGETOWN**

20 Greenbush Road, Orangeburg, NY 10962

Phone: (845) 359-8410 Fax: (845) 359-8526

|   |                                 |                           |
|---|---------------------------------|---------------------------|
| <b>ZONE:</b> _____                      | <b>OFFICIAL USE ONLY</b>        | <b>ACREAGE:</b> _____     |
| <b>Inspector:</b> _____                 | <b>Date App Received:</b> _____ | <b>Received By:</b> _____ |
| <b>Permit No.</b> _____                 | <b>Date Issued:</b> _____       |                           |
| <b>CO No.</b> _____                     | <b>Date Issued:</b> _____       |                           |
| <b>Permit Fee:</b> _____                | <b>Ck#</b> _____                | <b>Paid By</b> _____      |
| <b>GIS Fee:</b> _____                   | <b>Ck#</b> _____                | <b>Paid By</b> _____      |
| <b>Stream Maintenance Fee:</b> _____    | <b>Ck #</b> _____               | <b>Paid By</b> _____      |
| <b>Additional Fee:</b> _____            | <b>Ck#</b> _____                | <b>Date Paid</b> _____    |
|   |                                 | <b>Paid By</b> _____      |
| <b>1<sup>st</sup> 6 mo. Ext.:</b> _____ | <b>Ck #</b> _____               | <b>Exp. Date:</b> _____   |
|   |                                 | <b>Paid By</b> _____      |
| <b>2<sup>nd</sup> 6 mo. Ext.:</b> _____ | <b>Ck #</b> _____               | <b>Exp. Date:</b> _____   |
|   |                                 | <b>Paid By</b> _____      |

**APPLICANT COMPLETES:**

**Note: See inside for instructions for completing this application,  
PAGES 2, 3 and PAGE 4 must be reviewed and PAGES 3 & 4 must signed by the applicant.**

**Property Location:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Lessee (Business Name):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Type of Business /Use:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Relation to Project:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Architect/Engineer:** \_\_\_\_\_ **NYS Lic #** \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Builder/General Contractor:** \_\_\_\_\_ **RC Lic #** \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Plumber:** \_\_\_\_\_ **RC Lic #** \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Electrician:** \_\_\_\_\_ **RC Lic #:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Heat/Cooling:** \_\_\_\_\_ **RC Lic#:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Existing use of structure or land:** \_\_\_\_\_

**Proposed Project Description:** \_\_\_\_\_

**Proposed Square Footage:** \_\_\_\_\_ **Estimated Construction Value (\$):** \_\_\_\_\_

**BUILDING DEPARTMENT COMPLETES BELOW**

**PLANS REVIEWED:** \_\_\_\_\_

**PERMIT REFERRED / DENIED FOR:** \_\_\_\_\_

FOR OFFICE  
USE ONLY

SECTION \_\_\_\_\_

BLOCK \_\_\_\_\_

LOT \_\_\_\_\_

NAME \_\_\_\_\_

PERMIT# \_\_\_\_\_

**NO WORK IS TO BE STARTED UNTIL BUILDING PERMIT HAS BEEN ISSUED. IT IS THE RESPONSIBILITY OF THE OWNER TO CALL FOR FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY. OCCUPANCY OR USE OF BUILDING OR STRUCTURE PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY IS NOT PERMITTED AND A VIOLATION MAY BE ISSUED. BUILDING PERMITS ARE VALID FOR TWO YEARS FROM THE DATE OF ISSUANCE.**

**APPLICATION FOR BUILDING PERMIT SHEET OF GENERAL INSTRUCTIONS**

You may also contact the building department for list of instructions for specific types of work.

1. In making this application, submit the following along with appropriate fees:
  - a. One (1) copy of this form.
  - b. Two (2) hard copy sets of building plans, one PDF version.
  - c. Two (2) copies of the plot plans, one PDF version.
  - d. Copy of each contractors Rockland County License, Certificate of Workman's Compensation and Disability Benefits Insurance or Homeowner's Affidavit.
  - e. Proof of driveway access approval from the Highway Department having jurisdiction. (If Applicable)
  - f. Sewer approval from Orangetown Department of Public Works. (If Applicable)
2. Plot plants drawn to scale, shall show area, dimension, and location of lot; size and exact location of proposed structures, additions or alterations; all existing structures on lot; streets, curbs, sidewalks, parking spaces, driveway; yards and setback; and such other information as may be necessary.
3. Building plans drawn to scale shall show structural details, floor plans, elevation, plumbing, electrical, heating and ventilation details, dimensions, heights and room names. Energy rating information must also be provided.
4. The N.Y.S. Department of Education Law states that a building permit may not be issued for any commercial structure or for a residence containing more than 1500 sq. ft. of habitable space unless the building plans are prepared and signed by a New York State licensed engineer or registered architect.
5. Permit Applications with an estimated construction value over \$20,000, or those that are structural in nature require signed and sealed plans drawn by a New York State licensed engineer or registered architect.
6. No Building Permit or Certificate of Occupancy shall be issued by the Director unless all provisions of the Town of Orangetown Zoning Code and the New York State Uniform Fire Prevention and Building code are in compliance.
7. Fees are based on value of construction. (This office reserves the right to adjust any fee prior to issuing the Certificate of Occupancy if it is shown that the original fee was not sufficient to cover the actual cost.) Bills, invoices and other documentation must be submitted to substantiate both the Estimated Cost of Construction, as well as the Actual Cost of Construction.
8. It shall be unlawful to use or permit the use of any building or premises or part thereof, hereafter created, erected, changed, converted or enlarged wholly or partly, in its use or structure, until a Certificate of Occupancy has been issued.
9. All commercial building permit applications require an administrative fee in the amount of \$30 (thirty dollars) for the Stream Maintenance Fee in addition to the building permit fee and commercial database fee (when applicable.) Residential building permit applications require a \$20 (twenty dollar) administrative fee in addition to the building permit fee.
10. The building permit expires two years from the date of issuance. Two six (6) month extensions may be granted **prior** to the expiration date of the building permit. Renewal of all expired building permits require a new application and fee. *The renewal fee is 20% of the original fee paid, or \$100, whichever is greater.*
11. Permit applications may be terminated after 6 months of inactivity at the discretion of the Director. All fees associated with the application will not be refunded.
12. This office reserves the right to require that the affidavit of compliance on the application for a Certificate of Occupancy be submitted and signed by the architect or engineer of record.
13. Please note that the application and building permit when issued is only for the specified and approved scope of work. Any additional work requires either an amendment of the permit and applicable fees or a separate permit as determined by this department.
14. The contact person will be called when the permit is ready. Someone must come to the building department to pick up the building permit notice "RED" dot placard. The "RED" dot **MUST** be prominently displayed and fastened to the building for which it is issued. **No work is to commence until the "RED" dot has been picked up and displayed.**

**IT IS THE RESPONSIBILITY OF THE OWNER OR OWNERS REPRESENTATIVE  
TO CALL FOR ALL REQUIRED INSPECTIONS  
(MINIMUM OF 24 HOUR NOTICE REQUIRED FOR ALL INSPECTIONS)**

Below is a **GENERAL** list of inspections and is **NOT all inclusive**. Other inspections may be required depending on the work being performed. **Owner/Representative MUST speak directly with Assigned Inspector to review the required inspections PRIOR to beginning work and also speak directly to the Assigned Inspector to schedule the required inspections.** Appropriate inspections, as deemed necessary by the Building Inspector, ***must be made*** or a Certificate of Occupancy may be withheld. **Unless an inspector has performed a scheduled inspection and given approval of said inspection; it will NOT be considered approved and it is improper to continue beyond that point in the work.** Any disapproved work must be re-inspected after correction. **Call ahead for all inspections. (MINIMUM OF 24 HOURS NOTICE REQUIRED)**

1. **Footing Forms-** when excavation is complete and forms are in place (BEFORE POURING). Rebar in place, hooked at all corners.
2. **Foundation-** waterproofing, type of block, footing drains, insulation as needed.
3. **Plumbing under slab-** cast iron, copper, etc.
4. **Gravel under slab-** (usually combined with #3). Insulation as per Energy Code.
5. **Plumbing Rough-In-** all work that will be covered must be installed at this time.
6. **HVAC Rough-In-** all work that will be covered must be installed at this time.
7. **Frame-** call when the frame is complete including fire stop, bridging, collar ties, etc. before it is covered from inside with insulation.
8. **Insulation-** tabs to be stapled on outer part of stud to form vapor barrier.
9. **Plumbing final-** this can be combined with final. All fixtures to be installed.
10. **Roofing – see required list of roofing inspections.**
11. **In garage where appropriate-** fire rated sheet rock to be inspected before painting.
12. **Rough grading-** all surface water should be directed away from the building to an approved outlet; street, lawn, inlet, drainage swale, etc. This can be combined with final.
13. **Final-** Complete application for Certificate of Occupancy, produce certified plot plan or as-built survey including outlet for footing drains to positive outflow. Provide Fire Underwriters Certificate from Town approved Electrical Inspection Agency. Building must be essentially completed with all utilities working. Produce final approvals as applicable, Rockland County Health Department, i.e. septic, wells, etc.

**PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE OWNER TO  
CALL FOR THE FINAL INSPECTION.**

**Failure to receive a “FINAL INSPECTION” will result in non-issuance of a Certificate of Occupancy and a VIOLATION may be issued.**

**If applying for a Demolition Permit only, the following items must be presented to the municipality before demolition can occur:**

1. Asbestos abatement survey by a licensed practitioner.
2. Letter from Orange and Rockland Utility company that the gas and electric have been turned off.
3. Letter from Veolia Water that the water has been turned off.
4. A notice from a licensed exterminator that the premises have been baited for rodents and vermin.
5. Approval from the Department of Environmental Management and Engineering for sealing of sewer line.

**I have read the sheet of instructions and fully understand and acknowledge the requirements.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title/Relation to Project:** \_\_\_\_\_

**APPLICATION FOR BUILDING/DEMOLITION PERMIT**

**APPLICANT MUST COMPLETE OR APPLICATION WILL NOT BE ACCEPTED**

| <b>ZONING BULK REQUIREMENTS</b> |                 |                 |                 |
|---------------------------------|-----------------|-----------------|-----------------|
| Zone:                           | Group:          | Use:            |                 |
|                                 | <b>Required</b> | <b>Existing</b> | <b>Proposed</b> |
| <b>Floor area ratio</b>         |                 |                 |                 |
| <b>Lot area</b>                 |                 |                 |                 |
| <b>Lot width</b>                |                 |                 |                 |
| <b>Street frontage</b>          |                 |                 |                 |
| <b>Front yard setback</b>       |                 |                 |                 |
| <b>Side yard setback</b>        |                 |                 |                 |
| <b>Total side yard setback</b>  |                 |                 |                 |
| <b>Rear yard setback</b>        |                 |                 |                 |
| <b>Maximum building height</b>  |                 |                 |                 |

Number of stories: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Class: \_\_\_\_\_

Zoning Chart Information Completed by: \_\_\_\_\_

1. Sewage: (circle one) Town County Private
2. How many kitchens on the property? \_\_\_\_\_
3. Are there any renters, tenants, lessees or boarders at this property? YES / NO
4. Are there any other building permits on this property? YES / NO
5. Is the property in a flood plain? YES / NO

**AFFIDAVIT**

State of New York)  
 County of Rockland) SS.:  
 Town / Village of \_\_\_\_\_)

I, \_\_\_\_\_ being duly sworn, deposes and says that he/she is the **(circle one)** owner, lessee, engineer, surveyor, architect, builder, or agent of the owner) in fee of the premises to which this application applies; that he/she (the applicant) is duly authorized to make this application and that the statements contained in the papers submitted herein 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 accordance with the State Uniform Building Code and all other applicable laws, ordinances and regulations of the municipality. I also declare that the structure or area described in this application will not be occupied or used until I have obtained a Certificate of Occupancy or Certificate of Compliance.

**Signature and Mailing Address**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_**

**Witness:** \_\_\_\_\_

(If not witnessed by Building Department personnel, Notary signature is required.)

\_\_\_\_\_, Notary Public

| <b>OFFICIAL USE ONLY:</b>        |                    |
|----------------------------------|--------------------|
| <b>Checked by:</b> _____         | <b>Date:</b> _____ |
| <b>Permit Granted for:</b> _____ |                    |
| _____                            |                    |
| _____                            |                    |
| _____                            |                    |
| _____                            |                    |
| <b>Signature:</b> _____          | <b>Date:</b> _____ |
| <b>Director, OBZPAE</b>          |                    |