

APPLICATION FOR BUILDING PERMIT  
Town of Greenport Building Department  
600 Town Hall Drive, Hudson, New York 12534

Date of Application: \_\_\_\_\_

Permit No: \_\_\_\_\_

Tax Map No: \_\_\_\_\_

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit pursuant to the New York State Building Construction Code for the construction of buildings, additions, or alterations as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and conditions, and to allow all inspectors to enter the premises for the required inspections.

**BUILDING:**

Location of Property: \_\_\_\_\_

Applicant’s Name: \_\_\_\_\_

Applicant’s Address: \_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

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

Owner’s Address: \_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor (If not Applicant): \_\_\_\_\_

Contractor’s Address: \_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Existing Occupancy Use: \_\_\_\_\_

Intended Occupancy Use: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If owner is doing the work; he or she must sign below**

**All work is being done personally by me:**

\_\_\_\_\_

**PLANNING:**

Lot Size: \_\_\_\_\_ Area: \_\_\_\_\_

Existing Structure Size: \_\_\_\_\_ SF

New Structure Size: \_\_\_\_\_ SF

Height: \_\_\_\_\_

**SET-BACK FROM PROPERTY LINE:**

Front Distance: \_\_\_\_\_

Right Side Distance: \_\_\_\_\_

Left Side Distance: \_\_\_\_\_

Rear Distance: \_\_\_\_\_

**ACCESSORY STRUCTURE LOCATION:**

Side Yd. \_\_\_\_\_ Ft. \_\_\_\_ Rear Yd. \_\_\_\_\_ Ft. \_\_\_\_

Floor Area: \_\_\_\_\_

Garage No. of Stalls: \_\_\_\_\_

**FEES:**

Estimated Cost \$ \_\_\_\_\_

Building Permit Fee \$ \_\_\_\_\_

Cert. of Compliance/Occupancy Fee \$ \_\_\_\_\_

Check No: \_\_\_\_\_ [    ] Cash [    ] Credit Card

\_\_\_\_\_ being duly sworn, deposes and says that he or she is the applicant above named.  
He or she is the \_\_\_\_\_ of said owner(s) or the owner(s), and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his or her knowledge and belief, and that the work will be performed in the manner set forth in the application and the plans and specifications filed therewith.

\_\_\_\_\_  
Signature of Owner or Applicant

(SEAL)

**NOTARY:**

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )    ss.

Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Signature of Notary

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**This application has been** [    ] Approved [    ] Disapproved

Reason for refusal: \_\_\_\_\_

\_\_\_\_\_  
Signature of Building Official

\_\_\_\_\_  
Date

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**FINAL CC or CO INSPECTION APPROVAL – CLOSE OF BUILDING PERMIT:**

\_\_\_\_\_  
Building Inspector/Code Enforcement Officer

\_\_\_\_\_  
Date Application Completed

## INSTRUCTIONS

1. Fill in the application completely and legibly. Be sure to include proper contact information, estimated cost of construction, signatures and notary. Photos of documents, illegible or incomplete documents will not be accepted. Scans must be good quality. All applications must be dated.
2. The application must be accompanied by:
  - Two complete sets of plans showing proposed construction and two complete sets of specifications, **or** one hard copy and an emailed PDF copy. Plans and specifications shall describe the nature of the work to be performed, the material and equipment to be used and installed and details of structural, mechanical, electrical and plumbing, heating installation.
  - Certificate of NYS Disability Insurance, Certificate of Workers Compensation and Certificate of Liability Insurance, **or** an Affidavit of Exemption if applicable, listing the Town of Greenport as a Certificate Holder.
  - If the owner is not doing the work, the applicant must include a letter of authorization from the owner or an Owner Authorization Form is available for use.
  - Scope of work to be done.
  - Payment should be submitted with application. We accept cash, check and credit card. Checks can be made payable to the *Town of Greenport.*/ Credit cards are subject to a fee of 2.45% of payment amount with a minimum of \$1.95.
3. No work may begin prior to the approval of application and the issuance of the Building Permit Placard.
4. Upon approval and issuance of placard, an approved copy of the plans and specifications shall be returned to applicant to be kept on the premises and available for inspection throughout the progress of the work.
5. The estimated cost includes all costs of all construction, material and other work done in connection therein, exclusive of the cost of the land. If final cost exceeds the estimated cost, an additional fee will be required before the issuance of a Certificate of Occupancy or Compliance.
6. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the original plans. An additional permit fee may also be charged predicated on the extent of the variation from the original plans.
7. **Inspections by the Building Inspector are required at the following schedule:**
  - Foundation footings before pouring concrete.
  - Foundation inspection before backfilling.
  - Secure surveyors' location of foundation and submit to Building Department.
  - Plumbing, Heating and Framing and Electrical Inspections before any closing in of framework.
  - Final Inspection before Certificate of Occupancy or Certificate of Compliance is issued. No occupancy of building without approval of the Building Inspector.
8. All electrical work must be inspected and a Certificate of Approval obtained from the Town of Greenport approved electrical inspection agency.
9. No building shall be occupied, used in whole or in part for any purpose until a Certificate of Occupancy or Certificate of Compliance has been granted. The applicant is responsible for obtaining an Affidavit of Final Cost application to apply for the Certificate of Compliance or Occupancy and submitting the application and any outstanding fees to the building dept. **If you have not received a Certificate of Compliance or Certificate of Occupancy at the end of your project, the building permit will remain open and become a violation upon expiration.**
  - In the event that an application for a building permit is not approved the applicant may be entitled to a refund of 50% of the fee paid providing no work has commenced.
  - If an application has not been executed within one year from the date of application or date received, the application will become invalid and the applicant will need to reapply.
  - Building permit placards shall become invalid unless the authorized work commences within six months following the date of issuance.
  - Building permits expire 12 months after the date of issuance. A building permit which has expired must be renewed by the permit holder before expiration.