

APPLICATION FOR BUILDING PERMIT
Town of Greenport Building Department
600 Town Hall Drive, Hudson, New York 12534
Phone and Fax: 518-822-8420

Date of Application: _____

Permit No: _____

Tax Map No: _____

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 Scope 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 that they are the applicant named above. They are duly authorized to make and file this application and that all statements contained in this application are true to the best of this knowledge and belief. Application is hereby made to the Building Department for the issuance of a Building Permit pursuant to the NYS Building Code for the construction of buildings, additions, or alterations as herein described. The applicant agrees to comply with all applicable laws, ordinances, regulations, and conditions, and to allow all inspectors to enter the premises for the required inspections.

Signature of Owner or Applicant

Sworn to before me this ____ Day of _____ 20 ____

NOTARY:

State of _____

County of _____

Signature of Notary

This application has been [] Approved [] Disapproved

Signature of Building Official

Date

INSTRUCTIONS

1. Fill in the application completely and legibly. Be sure to include date, contact information, estimated cost of construction, signatures and notary. Photos of documents, illegible or incomplete documents will not be accepted.
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 must 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.
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 as 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 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.