

Town of Montgomery

Permit No. _____

Building Department
110 Bracken Road, Montgomery, NY 12549-2627
Tel: (845) 457-2640 FAX: (845) 457-2760

Application for Building Permit

Owner Name _____ Contractor Name _____

Address _____ Address _____

City _____ City _____

Phone _____ Phone _____

Email _____ Email _____

Certifies that he/she is the owner or agent of all that certain lot, piece or parcel of land and/or building described in this application and if not the owner that he/she has been duly and properly authorized to make this application and to assume responsibility for the owner in connection with this application and agrees that the Town of Montgomery Zoning Law and New York State Uniform Fire Prevention and Building Code will be complied with as well as all other applicable laws, rules, and/or proper regulations relating to the construction and/or use of the proposed buildings, structures and land described in this application.

Signed _____ Date _____

PROPERTY INFORMATION:

1. Tax Map Number: SECTION: _____ BLOCK: _____ LOT: _____ ZONE: _____

2. Lot Dimensions: Width at Front _____ feet Width at Rear _____ feet Depth _____ feet (Average)

Total Lot Area _____ (Expressed in square footage for lots under 2 acres.)

3. Property Location: Street Name & Number _____

4. Nature of Construction: _____

5. Distance of proposed construction from: FRONT PROPERTY LINE (or edge of Right-of-Way of street) _____ feet

SIDE PROPERTY LINE _____ Feet - and _____ Feet, REAR PROPERTY LINE _____ Feet

6. Number of families: _____ Number of bedrooms: Existing _____ Proposed _____

7. Is any portion of the proposed construction in a FLOOD ZONE? YES () - NO ()

8. Source of potable water supply: PUBLIC (Water District) () PRIVATE (Well) ()

9. Sewage disposal system: PUBLIC (Sewer District) () PRIVATE (On-Site Septic System) ()

10. Fuel Fired Appliances: _____

VALUE OF CONSTRUCTION: \$ _____

CONSTRUCTION FEE: \$ _____ (Paid upon approval) (Determined by Building Department)

PRE-APPLICATION FEE: \$ _____ (Paid when submitting application)

SUBMIT: \$ _____ (Construction Fee minus Application Fee)

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INSTRUCTIONS

THE FOLLOWING DOCUMENTS ARE TO BE SUBMITTED WITH APPLICATION:

1. Application must be completely filled in, typewritten or printed in ink, and submitted to the Building Department. **Along with a pre-application fee of: \$45.00 for residential and \$100.00 for commercial.**
2. Two (2) copies of a plot plan, drawn to scale, showing the location of all existing and proposed buildings and structures, including the known (or assumed) location of any septic system components, underground utilities, etc., and indicating distances to all property lines (setbacks) for all existing and proposed improvements.
3. Two (2) copies of plans and specifications showing/describing the proposed construction, in sufficient detail to confirm compliance with all codes, laws, rules and regulations applicable to the proposed construction.
4. Proof of homeowner's insurance and liability certificate of insurance.
5. Proof of contractor's liability and workers compensation insurance, naming the Town as a "Certificate Holder".
6. Road access permit from the appropriate authority where work involves new or improved road access:

Town of Montgomery Highway Department for Town roads.
Orange County Department of Public Works for County roads.
New York State Department of Transportation for State roads.
7. A Sanitary Waste Disposal Permit from the Town Engineer or availability of public sewer connection must be approved.
8. A site specific "Storm Water Pollution Prevention Plan" or acknowledgement that the Town's Standard SWPPP will be utilized.

Incomplete applications will not be accepted for review. Incomplete or inadequate plans may delay approval of your application until complete/adequate information is provided.

The scope of work covered by this application and accompanying documents shall not commence prior to approval and issuance of a permit by the Building Department.

Upon approval, and receipt of the appropriate fee, the applicant shall be given a permit, inspection sheet, permit card (to be displayed prominently on site during construction), and one set of plans and specifications to be kept on site at all times for use by the Building Department during inspections.

NO BUILDING OR STRUCTURE FOR WHICH A PERMIT HAS BEEN ISSUED SHALL BE USED OR OCCUPIED FOR ANY PURPOSE UNTIL A CERTIFICATE OF OCUPANCY/COMPLIANCE HAS BEEN ISSUED BY THE BUILDING DEPARTMENT.

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THIS PAGE FOR OFFICE USE ONLY

(MUST BE SUBMITTED WITH BUILDING PERMIT APPLICATION)

FEE: \$ _____

CLASSIFICATION: _____

PERMIT _____

PERMIT GRANTED FOR: _____

I have thoroughly examined this application, plot plan and building plans related thereto and find same to conform to the Zoning Law of the Town of Montgomery and the Uniform Fire Prevention and Building Code and approve the same for issuance of a permit with or without (delete) conditions.

Date: _____

Building Inspector: _____

PERMIT DENIED: Reason: _____

I have denied this application, plot plan and building plans related thereto for the above reason.

Date: _____

Building Inspector: _____