

# Village of Airmont

## BUILDING AND ZONING DEPARTMENT

251 CHERRY LANE, AIRMONT, NEW YORK  
Mailing Address: P.O. BOX 578, TALLMAN, NEW YORK 10982  
Telephone: 845-369-8813 Fax: 845-357-8307  
Website: www.airmont.org

Ian Smith, *Building Inspector*  
Jessie Oms-Mendez, *Building Dept. Clerk*

Roy Dougherty, *Code Enforcement*  
Kim Wepler, *Fire Inspector*

## APPLICATION FOR BUILDING PERMIT INSTRUCTIONS

*Please be advised it is the homeowners responsibility to call for all required inspections.*

- Submit:** 2 *application forms* completed, signed and a contact phone number.
- Submit:** 1 *Plumber/HVAC certificate* signed by a licensed contractor (for projects requiring plumbing or heating/AC work). Submittal of the plumbers photo License and certificate of insurance is required.
- Submit:** If project is for residential work, provide a copy of contractors *Rockland County Home Improvement License*. If the work is to be done by homeowner, sign and notarize the form indicating the work will be done by the homeowner and submit the *NY State Workers Compensation form BP-1* filled out, signed and notarized.
- Submit:** Residential and Commercial Contractors and all sub-contractors shall provide *all Licenses and Certificates of insurance indicating coverage for Workers Compensation and Liability Insurance*.
- Submit:** 2 *Sets of building plans*. If cost is over \$20,000.00, the plans must be signed and sealed by a New York State licensed Architect or Engineer. Some projects regardless of cost may require an Architect or Engineer seal at discretion of Building Inspector at the time of review. *Before final inspection the Licensed Professional shall provide affidavit stating structure has been erected in accordance with the approved plans as per Section 210-149 of the Village of Airmont Code.*
- Submit:** 2 *Plot Plans (survey)* indicating the location and size of proposed work to be performed and all existing buildings and structures on the property. *Copies of surveys bearing the signature or seal of a licensed engineer may not be altered and will not be accepted.*

**PLEASE NOTE:** Escrow agreements are required for landscaping, final grading and property restoration on projects with any land disturbance.

**FEE:** Fee is based on the value of construction and must be submitted at time of application. This office reserves the right to adjust any fee prior to the issuance of a permit or Certificate of Occupancy if it is determined that the original fee was not sufficient.

**RE-INSPECTION FEES:** According to the Village of Airmont Code, Section 106.6H4, Re-inspection fees: For re-inspection required after construction has been disapproved or requested by contractor:

- a. Residential: **\$50.00** for the first re-inspection and **\$75.00** for each subsequent re-inspection.
- b. Non-residential: **\$100.00** for the first re-inspection and **\$150.00** for each subsequent re-inspection.

***BUILDING PERMIT APPLICATIONS WILL NOT BE ACCEPTED WITH  
FORMS INCOMPLETE OR PROMISED TO BE DELIVERED AT A LATER DATE.***

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## APPLICATION FOR BUILDING PERMIT

An incomplete application will **NOT** be accepted. Please enter N/A if a section is not applicable.

### 1. PROJECT LOCATION & INFORMATION

NUMBER & STREET ADDRESS

TAX MAP #

ZONE

CURRENT USE OF PROPERTY/BUILDING

PROPOSED USE OF PROPERTY/BUILDING

### 2. OWNER IDENTIFICATION

OWNER'S NAME

OWNER'S STREET

CITY

STATE

ZIP

PHONE

CELL

### 3. TYPE OF CONSTRUCTION OR IMPROVEMENT

New Building (*Proposed use is*) \_\_\_\_\_

Conversion (*Current use*) \_\_\_\_\_ (*Proposed use*) \_\_\_\_\_

Addition                       Alteration                       Repair/Replacement

Relocation                       Demolition                       Misc. Structure or Equipment

Above Ground Pool     In Ground Pool    (*Contact Building Dept. for additional pool requirements*)





AFFIDAVIT OF OWNERSHIP

State of New York
SS: County of Rockland

\_\_\_\_\_ being duly sworn, deposes and says that he/she resides
at \_\_\_\_\_ in \_\_\_\_\_
County of \_\_\_\_\_, State of \_\_\_\_\_, that he/she is
the owner in fee of all that certain lot, piece of parcel of land situated, lying and being in the Village of Airmont
Tax Map and that hereby authorize in his behalf the filing of an application for a Building Permit and/or Certificate
of Occupancy, and that the statements of fact contained in said application are true.

OWNER

STREET

CITY

STATE

ZIP

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

NOTARY PUBLIC

Zone \_\_\_\_\_

Value of Construction \$ \_\_\_\_\_

Permit Number \_\_\_\_\_

Bldg. Permit Fee \$ \_\_\_\_\_

Date Issued \_\_\_\_\_

C.O. Fee \$ \_\_\_\_\_

C.O. \_\_\_\_\_

Total \$ \_\_\_\_\_

Permit Granted for, \_\_\_\_\_

DATE

BUILDING INSPECTOR

Variance Received  Yes  No

Variance # \_\_\_\_\_

**TO BE COMPLETED BY THE PLUMBER CONTRACTOR**

Date Submitted \_\_\_\_\_

\_\_\_\_\_  
*OWNER OF PROPERTY*

Work to be done at:

\_\_\_\_\_  
*STREET*

\_\_\_\_\_  
*CITY*

\_\_\_\_\_  
*STATE*

\_\_\_\_\_  
*ZIP*

Plumbing Contractor Information

\_\_\_\_\_  
*PLUMBING CONTRACTOR*

\_\_\_\_\_  
*STREET*

\_\_\_\_\_  
*CITY*

\_\_\_\_\_  
*STATE*

\_\_\_\_\_  
*ZIP*

\_\_\_\_\_  
*PHONE*

\_\_\_\_\_  
*LICENSE #*

\_\_\_\_\_  
*BUILDING PERMIT #*

**FIXTURES TO BE INSTALLED**

Bath Tub(s)

Urinal(s)

Lavatory(s)

Shower(s)

Water Closet(s)

Kitchen Sink(s)

Laundry Tub(s)

TOTAL NUMBER OF FIXTURES \_\_\_\_\_

Check all that apply:

New Building

Alteration

Addition

Repair

\_\_\_\_\_  
*PLUMBER'S SIGNATURE*

***SUBMIT DIAGRAM & INFORMATION PERTINENT TO WORK PROPOSED.  
CONTRACTOR MUST CALL FOR REQUIRED INSPECTIONS***

**BUILDING DEPARTMENT**

**REQUIRED INSPECTIONS OF CONSTRUCTION...**

***YOU MUST CALL FOR THESE***

Other inspections will be made in most cases, but those below must be made or Certificate of Occupancy will be withheld. Unless a card is left on the job indicating approval of one of these inspections, it has not been approved and it is improper to continue beyond that point in the work. Any disapproved work must be reinspected after correction. Call ahead for all inspections.

1. **FOOTING FORMS**  
when excavation is complete and forms are in place (*before pouring*). Rebar in place, hooked at all corners.
2. **FOUNDATION**  
check here for waterproofing, type of block, footing drains, insulation as needed.
3. **PLUMBING UNDER SLAB**  
cast iron, copper, etc
4. **GRAVEL UNDER SLAB**  
(usually combined with No. 3)  
check for insulation as per Energy Code.
5. **PLUMBING ROUGH-IN**  
All work that will be covered must be installed at this time.
6. **FRAME**  
Call when the frame is complete including fire stop, bridging, collar ties, etc., before it is covered from inside with insulation.
7. **INSULATION**  
Tabs to be stapled on outer part of stud to form vapor barrier.
8. **PLUMBING FINAL**  
This can be combined with final. All fixtures to be installed.
9. **IN GARAGE WHERE APPROPRIATE**  
Fire rated sheet rock to be inspected before painting
10. **ROUGH GRADING**  
All surface water should be directed away from the dwelling to an approved outlet... street, lawn, inlet, drainage, swale, etc.  
This can be combined with final.
11. **OUTLET FOR FOOTING DRAINS, IF UNDERGROUND**  
This could be combined with final.
12. **FINAL**  
Complete application for Certificate of Occupancy. Produce certified plot plan and exhibit Fire Underwriters Laboratory Certificate. Building must be essentially completed with all utilities working.

*NOTE:* sewage disposal systems must be completely checked before, during and after construction. If in any doubt, contact this office. For public sewer connection, produce written approval by the Village of Airmont. For septic systems, produce certificate of approval from Rockland County Health Department.

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SIGNATURE