

Application for Building Permit – Village of Montebello
One Montebello Road, Montebello, NY 10901 (845) 368-2491

INSTRUCTIONS:

SUBMIT	two (2) copies of a scaled drawing agreeing with the Montebello Assessment Map (or filed so that the next printing of any map will show the property in questions) showing the size, shape, and location of any buildings on this property and the proposed building. This Plot plan must show the name of the street on which the plot faces and show all the set-back dimensions. Show name and date of Subdivision on Site Plan and show all easements, water courses and marsh areas.
SUBMIT	completed form in its entirety
SUBMIT	two (2) copies of building plans must be provided in both printed and PDF formats (if project value is \$10,000.00 or greater, or if the area is 1,500 sq. ft. or more, these plans must include the signature and New York State License Number of the engineer or architect responsible for preparation of plans).
SUBMIT	two (2) copies of specifications if not fully covered in plans. Include State Energy Code Compliance statement.
FEE	Your fees are based on value of construction...not land. This office reserves the right to adjust and fee prior to issuing the Certificate of Occupancy if it is shown that the original fee was not sufficient to cover the internal value.

After issuance of permit:

REQUIRED INSPECTIONS OF CONSTRUCTION... YOU MUST CALL FOR THESE!

Other inspections will be made in most cases but those listed below must be made of Certificate of Occupancy may be withheld. Do not mistake an unscheduled inspection for one of those listed below. 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 re-inspected after correction. Call one day ahead for all inspections to avoid delays.

1. Footing forms... when excavation is complete, and forms are in place (before pouring)
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.
7. Insulation... must be approved prior to sheet rock.
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 the final.
11. Outlet for footing drains... if underground. This can be combined with final.
12. FINAL... produce certified plot plan and exhibit Fire Underwriters Laboratory Certificate. Building must be essentially completed with all utilities working.

Application for Building Permit – Village of Montebello

Received: _____

Permit No. _____

EXAMINED: 1(a) For Zoning _____

2(a) For Building _____

1(b) Site Plan Filed? ____Yes ____N/A

2(b) Approved for Water Supply & Sewer Disposal?
____Yes ____No ____N/A

1(c) Year Subdivided _____

2(c) Approved for Fire Safety?
____Yes ____No ____N/A ____Pending

Approved: Date: (Zoning) _____ Date: (Building) _____

Disapproved for the following reason: _____

THE FOLLOWING SHOULD BE TYPEWRITTEN OR PRINTED IN INK

I, _____, do hereby apply to the village of Montebello Building and Zoning Department for a Building Permit as required by local zoning law of the Village of Montebello.

Value of construction \$ _____ Fee: (leave blank) \$ _____

In what Zone is property located _____ Are or lot? _____ Density Zoning used? _____

Is this lot part of a Residential Subdivision filed since January 1, 1970: _____

How far is Proposed Building from center of street? _____ Has a site plan been filed? _____

Minimum side line? _____ Other side line? _____ Rear lot line? _____

On what street is property located? On the _____ side of _____

and _____ feet from the intersection of _____

Nature of Construction: ____New ____Alteration ____Addition ____Accessory ____Plumbing

____ Other (explain) _____

Size of Plot: Front in feet _____ Rear in feet _____
Depth in feet _____ Total area _____

Size of Building:	Present	Addition	Total
Front in feet	_____	_____	_____
Rear in feet	_____	_____	_____
Depth in feet	_____	_____	_____

Maximum number of families in building? _____

In stream, lake, or waterway less than 300 feet from building? _____ Any easements on property? _____

Source of water supply? _____ Sewage Disposal System to be Approved by _____

Give location of lot based on Montebello Tax Map: Section # _____ Lot # _____

Address of proposed construction: _____

State present use of land: _____

State proposed use of land: _____

Other information required: _____

Print full name, Email & Telephone Number

certifies that they are the owner or agent for all that certain lot, piece or parcel of land and/or building described in the application and if not the owner that he has been duly and properly authorized to make this application and to assume responsibility of the owner in connection with this application and agrees that the code of the Village of Montebello will be complied with as well as other proper regulations relating to the construction or use of the proposed buildings and the land described on this application.

Signed

FEES

\$ 1,000 - \$150	\$16,000 - \$420	\$31,000- \$690	\$46,000 - \$960	\$61,000 - \$1,230
\$ 2,000 - \$168	\$17,000 - \$438	\$32,000- \$708	\$47,000 - \$978	\$62,000 - \$1,248
\$ 3,000 - \$186	\$18,000 - \$456	\$33,000- \$726	\$48,000 - \$996	\$63,000 - \$1,266
\$ 4,000 - \$204	\$19,000 - \$474	\$34,000- \$744	\$49,000 - \$1,014	\$64,000 - \$1,284
\$ 5,000 - \$222	\$20,000 - \$492	\$35,000- \$762	\$50,000 - \$1,032	\$65,000 - \$1,302
\$ 6,000 - \$240	\$21,000 - \$510	\$36,000- \$780	\$51,000 - \$1,050	\$66,000 - \$1,320
\$ 7,000 - \$258	\$22,000 - \$528	\$37,000- \$798	\$52,000 - \$1,068	\$67,000 - \$1,338
\$ 8,000 - \$276	\$23,000 - \$546	\$38,000- \$816	\$53,000 - \$1,086	\$68,000 - \$1,356
\$ 9,000 - \$294	\$24,000 - \$564	\$39,000- \$834	\$54,000 - \$1,104	\$69,000 - \$1,374
\$10,000- \$312	\$25,000 - \$582	\$40,000- \$852	\$55,000 - \$1,122	\$70,000 - \$1,392
\$11,000- \$330	\$26,000 - \$600	\$41,000- \$870	\$56,000 - \$1,140	\$71,000 - \$1,410
\$12,000- \$348	\$27,000 - \$618	\$42,000- \$888	\$57,000 - \$1,158	\$72,000 - \$1,428
\$13,000- \$366	\$28,000 - \$636	\$43,000- \$906	\$58,000 - \$1,176	\$73,000 - \$1,446
\$14,000- \$384	\$29,000 - \$654	\$44,000- \$924	\$59,000 - \$1,194	\$74,000 - \$1,464
\$15,000- \$402	\$30,000 - \$672	\$45,000- \$942	\$60,000 - \$1,212	\$75,000 - \$1,482

-----Do Not Write Below This Line -----

Permit No. _____

Issued to: _____

For the Following use: _____

Premises located at

Section # _____ Lot # _____ Zone _____

Value of Construction \$ _____ Total Fees \$ _____

I have examined this application and the plans and plot plans that are part of this application and find that they are in substantial compliance with the Code of the Village of Montebello and approve same for issuance of permit.

Date of Issue: _____

Building Inspector

PERMIT EXPIRES TWO (2) YEARS FROM DATE OF ISSUE

Village of Montebello

Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491* Fax (845) 368-2044

FOR NEW AND EXISTING STRUCTURES RESIDENTIAL AND COMMERCIAL

- ☐ **Foundation Location Certified by a New York State Licensed Engineer or Surveyor must be submitted for review and approval prior to the continuation of further construction.**
- ☐ **No Building, Land Disturbance, Fence, Wall, or Mailbox Structure Permits will be accepted by the Building Department unless all required paperwork and Certified Plans (where applicable) are filed with this application.**
- ☐ **Construction documents must be signed and sealed by a Licensed New York State Architect or Engineer for all residential projects costing \$10,000 and for all commercial projects regardless of the construction fee.**
- ☐ **As built structures, additions, and alterations resulting from violations or violation searches require: working drawings and a certified letter reflecting additions, changes, or modifications. The drawings must be signed and sealed by a Licensed New York State Architect or Engineer, if the work is residential or commercial and if the cost of construction is over \$10,000.**

Please check each box and sign this form as an acknowledgement that you have read and understand the above.

Homeowner/ Property Owner Signature: _____

Date: _____

Village of Montebello

Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491 * Fax (845) 368-2044

To: The Homeowner

A Certificate of Occupancy must be issued for the work covered by this building permit. All required inspections must be made in order for this Certificate of Occupancy/Use to be issued. It is your responsibility to make sure that such inspections are made, including electrical inspections (if applicable) by the New York State Board of Fire Underwriters.

We have experienced many problems with expired building permits. In most cases the contractors have been paid, and the work completed, without a Certificate of Occupancy/ Use having been issued. A lack of Certificate of Occupancy constitutes a violation and will cause serious problems when you decide to sell or refinance your home.

This building permit is good for two (2) years. Please make sure that a Certificate of Occupancy/Use is issued before you use the area covered by the permit.

Please sign this form as an acknowledgement that you have read and understand the above.

HOMEOWNER/ PROPERTY OWNER SIGNATURE: _____

DATE: _____

Village of Montebello

Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491* Fax (845) 368-2044

AFFIDAVIT OF OWNERSHIP

I, _____ being duly sworn, hereby
depose and say that I reside at: _____

_____ in the county of _____ in the state of _____.

I am the (* _____) owner in fee simple of premises located at:

Said premises have been in my/its possession since _____. Said premises
are also known and designated on the Town of Ramapo Tax Map as:
section _____ block _____ lot(s) _____

I hereby authorize on my 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.

Phone number

Email

Signature of Homeowner

Date Signed

Subscribed and sworn to before me this
_____ day of _____ 20____.

(Notary Public)

**If owner is a corporation or LLC, fill in the office held by deponent and name of corporation or LLC, and provide a list of all directors, officers and stockholders owning more than 5% of any class of stock and all members having greater than 5% beneficial interest.*

Village of Montebello

Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491* Fax (845) 368-2044

Name: _____ Date: _____

Address: _____

Montebello Tax Section: _____ Lot: _____

We, the owners of the above lot in the Village of Montebello, hereby state that in lieu of employing a licensed contractor for the construction proposed in our building permit application, assume all responsibility for same construction and will perform the work ourselves. We the owners agree to hold the Village of Montebello harmless beyond the requirements set forth by the New York State Building Code regarding the construction specified in this building permit application.

CE-200 FORM REQUIRED

Signature of Homeowner

Date Signed

Subscribed and sworn to before me this
_____ day of _____ 20____.

(Notary Public)

Village of Montebello

Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491* Fax (845) 368-2044

Attn: Building and Zoning Inspector

Re: Installation of a swimming pool

I have applied for a permit to have a swimming pool constructed on my property. I acknowledge the fact that I must obtain a Land Disturbance Permit prior to the issuing of a Building Permit. A Fire Underwriters' Certificate, certifying to the adequacy of the electrical system of the pool must be obtained prior to the release of a Certificate of Occupancy, or using the pool. No electrical outlet will be permitted within ten (10) feet of the pool.

There will be no direct connection between the water supply and the pool.

The pool will be drained on owners' property only or connected to storm sewer with approval from the Department of Public Works.

According to the New York State Building Code if the pool is below grade it will be enclosed by a four-foot fence with a gate that will be locked when the pool is not in use. If above grade, the entrance device will be raised or closed when the pool is not in use. **Fence permit required.**

To the best of our knowledge, neither the pool nor the fence will be located within any easement on the property.

Please sign this form as an acknowledgement that you have read and understand the above.

HOMEOWNER/ PROPERTY OWNER SIGNATURE: _____

DATE: _____

Village of Montebello

Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491* Fax (845) 368-2044

General Contractor's Form

General Contractor's Name: _____

Address: _____

Phone #: _____

Rockland County License Number: _____

**PLEASE ATTACH A COPY OF THE ROCKLAND COUNTY GENERAL CONTRACTOR'S
LICENSE, LIABILITY INSURANCE AND WORKERS COMPENSATION INSURANCE
CERTIFICATES.**

Village of Montebello

Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491 * Fax (845) 368-2044

Electrician's Form

Electrician's Name: _____

Address: _____

Phone #: _____

Rockland County License Number: _____

**PLEASE ATTACH A COPY OF THE ROCKLAND COUNTY ELECTRICIAN'S LICENSE,
LIABILITY INSURANCE AND WORKERS COMPENSATION INSURANCE CERTIFICATES.**

Village of Montebello

Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491* Fax (845) 368-2044

TO BE COMPLETED BY THE PLUMBING CONTRACTOR

Date Submitted: _____

Owner of Property: _____

Address of work to be done: _____

Plumbing Contractor: _____

Address: _____

Phone #: _____

License #: _____

Please attach copy of Rockland County Plumber's License

Check all that apply

New Building

Alterations _____

Addition _____

Repair _____

Fixtures to be installed

Bathtub (s) _____ Urinal(s) _____

Lavatory(s) _____ Shower(s) _____

Water Closet(s) _____ Kitchen Sink _____

Laundry Tub(s) _____

Total of Fixtures _____

**PLEASE ATTACH A COPY OF YOUR ROCKLAND COUNTY LICENSE, LIABILITY INSURANCE
AND WORKMAN'S COMPENSATION CERTIFICATES.**

Village of Montebello

Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491* Fax (845) 368-2044

In order to expedite the processing of the Village of Montebello Certificates of Occupancy/Use for proposed renovations or new construction, **it is necessary for you** to contact the Rockland County Sewer District No. 1, Sewer Use Compliance Inspector, 845-365-6111, for the appropriate assignment of Sewer District units of usage.

The aforementioned will enable the Town of Ramapo to effectively collect sewer rents as well as other related Town charges which are required before the Village can issue a Certificate of Occupancy/Use. You must present proof of inspection and/ or payment before a Certificate of Occupancy/Use can be issued.

Thank you for your cooperation.

Please sign this form as an acknowledgement that you have read and understand the above.

HOMEOWNER/ PROPERTY OWNER SIGNATURE: _____

DATE: _____

PLEASE BE ADVISED THAT THE APPLICANT AND/OR AGENT MUST CALL FOR INSPECTIONS FOR ALL STAGES OF CONSTRUCTION INCLUDING FINAL INSPECTION BEFORE A CERTIFICATE OF OCCUPANCY CAN BE ISSUED AND BEFORE THE EXPIRATION OF THE PERMIT. MINMUM OF 24 HOUR NOTICE RQUIRED FOR ALL INSPECTIONS.

§ 195-91 Enforcement officials; powers and duties of Building Inspector.

This chapter shall be enforced by a Building Inspector and one or more Assistant Building Inspectors, Code Enforcement Officers, or Fire Inspectors, as the Village Board may appoint and deem necessary, hereinafter collectively referred to throughout this chapter as the "Building Inspector." It shall be the duty and power of the Building Inspector to:

A. *Inspect any building, structure or land to determine whether any violation of this chapter, the New York State Uniform Fire Prevention and Building Code or such other laws, rules and regulations as the Building Inspector shall be chargeable with inspection or enforcement of, has been committed or exist, whether or not such building, structure or land is occupied, whether such occupancy is in conformity with all of the applicable laws, rules and regulations, whether or not a certificate of occupancy or use has been issued, whether or not occupancy is in conformity with the aforesaid certificates or such other certificates as the Building Inspector shall issue; and otherwise generally inspect and enforce all of the laws, rules and regulations relating to or affecting lots, buildings or structures and their use and occupancy.*

E. *Make such inspections and reports as shall be required by the Village Board for the enforcement, amendment, or addition to this chapter or of any other applicable rules and regulations.*

F. *Apply to the Village Board for authorization to perform such other actions or duties as may be necessary or required to enforce any authority or to invoke any penalty for the violation of this chapter and any other applicable rules and regulations.*

§ 195-97 Expiration of permits.

A. *Every building permit shall expire at the end of two years from the date of its issuance and shall be void and of no effect, subject to the extension provision of Subsections **B** and **C** of this section.*

B. *If construction has been commenced within two years from the issuance of the building permit but has not been completed, the holder of the permit may apply to the Building Inspector for an extension not to exceed one year. Upon the payment of 1/2 of the fee required for the issuance of the original building permit, the Building Inspector may, in his discretion and for due cause, extend the permit for a period not to exceed one year from the date of its expiration.*

C. *If construction has not commenced, the holder of the permit may apply to the Board of Appeals for an extension not to exceed one year from the expiration of the permit, upon the payment of 1/2 of the original building permit fee and such other fee or fees as may be payable upon any application to the Board of Appeals.*

D. *Failure to complete the work within the time prescribed shall require that a new building permit application be filed, and a new permit issued before any work may commence or continue.*

§ 195-103 Right of entry.

The Building Inspector or his authorized agent, upon the showing of proper credentials and in the discharge of his duties, may enter upon any land or building or structure at any reasonable hour, subject to all applicable laws.

FAILURE TO CLOSE OR RENEW AN EXPIRED BUILDING PERMIT WILL RESULT IN THE ISSUANCE OF A VIOLATION.

Please sign this form as an acknowledgement that you have read and understand the above.

HOMEOWNER/ PROPERTY OWNER SIGNATURE: _____

DATE: _____