

Village of Piermont

Building Application Instruction Sheet

A. Fill out application

1. Fill out Address (where work is being performed), Owner/Occupant Name, and Phone Number.
2. After reading owner *Acknowledgement/Consent* paragraph, check off box, print name clearly, then sign name and date in front of Notary or Building inspector.
3. Provide required information on Architect and all Contractors.
4. List existing use of the property (ie single family residence, restaurant, retail business, etc.)
5. List square footage of new work to be performed (ie . a 20'x20' addition would be 400 sf. A 8'x6' bathroom would be 48 sf.)
6. Place a check mark next to each category of work that describes the work you are performing.
7. List a dollar amount value of work being performed.

B. Provide two sets of drawings signed and sealed by architect (if required).

Drawings with structural work shall require signed, sealed plans.

C. Provide two copies of site plan showing existing and proposed work.

D. Provide all Contractors and Sub-Contractors License, Workman's

Compensation Insurance (U-26 or C-105 forms), Disability Insurance (DB-120 form), and Liability Insurance Forms. **MUST LIST** "Village of Piermont, 478 Piermont Ave., Piermont, NY, 10968" as Certificate Holder.

E. Where a new driveway is proposed, or an existing driveway is expanded, a Highway Department Approval is required.

F. Sewer Department Approval is required on all repairs and tie-ins to Orangetown Sewerage System.

G. All building plans shall be shown to scale and that scale shall be listed on plans.

H. All Permit Fees shall be paid at time application is submitted.

I. It is the responsibility of property owner/contractor on site to call for and attain all required inspections as per NYS Uniform Building Code.

J. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.