

**Town of Montgomery**  
Building Department  
110 Bracken Road, Montgomery, NY 12549-2627  
Tel: (845) 457-2640 Fax: (845) 457-2760

Permit No. \_\_\_\_\_

**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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## **Application for Building Permit**

### **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: \$100.00 for residential and \$1,000 for commercial - new construction & \$500 for commercial - renovations.**
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 "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.
9. Any new or renovation work involving structural components shall require plans or reports prepared by a NYS architect or engineer.
10. Any project exceeding \$20,000 or creating new occupied space including finished basement space, attic space, or other areas considered occupied space, shall require plans prepared by a NYS architect or engineer.
11. Any work requiring an engineer or architect per the NYS Building Code, or NYS Education Law regulating Engineers and Architects, requires stamped plans.

**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 OCCUPANCY/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** \_\_\_\_\_

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**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.

Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**PERMIT DENIED – Reason:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_