

VILLAGE OF UPPER NYACK
328 NORTH BROADWAY
UPPER NYACK, NY 10960
INCORPORATED 1872

Tel. 845-358-0084 FAX. 845-358-0741

www.uppernyack-ny.us

BUILDING PERMIT APPLICATION FOR
INTERIOR RENOVATIONS

PART 1: SUBMISSION MATERIALS

Submit the following:

- 2 copies of this application
- 1 copy of deed to current owner
- 1 copy of current property survey showing, at a minimum, all buildings and structures on the Property and their setback from all property lines.
- 2 sets of Construction Plans, including Elevations if exterior changes (i.e. relocating a window/door) are proposed and Floor Plans for affected areas, which (i) define the scope of the proposed work; (ii) are prepared by a New York State registered architect or licensed professional engineer; (iii) indicate with sufficient clarity and detail the nature and extent of the work proposed; and (iv) demonstrate that the proposed work will comply with the New York State Uniform Fire Prevention and Building Code and the New York State Energy Conservation Code.
- Contractor Documentation: Rockland County License, proof of General Liability insurance coverage and Workers Compensation Insurance coverage. Proof of insurance **must** show the Village as an additional insured.

Further information may be required by the Building Department if necessary for review of this application.

PART 2: PROPERTY INFORMATION

Project Street Address: _____

County Tax Id. No. _____ Zoning District: _____

Owner: _____

Address: _____

Phone #: _____ Email: _____

Agent (if applicable): _____

Address: _____

Phone #: _____ Email: _____

Description of the Proposed Work:

Estimated Cost of Construction: _____

Occupancy Classification (per Uniform Code):

One or Two Family Dwelling (R-3) _____

Other (please specify) _____

Method of Sewage Deposal (check applicable): public sewer onsite septic

Distance to nearest stream, river or waterway _____

PART 3: CONTRACTOR INFORMATION

General Contractor	
Name	
Address	
Phone	
Email	
Mechanical Contractor / Plumber	
Name	
Address	
Phone	
Email	
HVAC Contractor	
Name	
Address	
Phone	
Email	

PART 3: CONTRACTOR INFORMATION (CONTINUED)

Electrician	
Name	
Address	
Phone	
Email	
Architect	
Name	
Address	
Phone	
Email	
Engineer	
Name	
Address	
Phone	
Email	
Other	
Name	
Address	
Phone	
Email	

PART 4: OWNER/APPLICANT CERTIFICATION

OWNER-APPLICANT CERTIFICATION

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

I hereby certify that the statements of facts contained in this application are true to the best of my knowledge and belief.

Owner Signature: _____
Owner Name: _____

Sworn to before me this ____ day of _____ 20__.

Notary Public

NON-OWNER APPLICANT’S CERTIFICATION

I, _____, hereby certify that I am the applicant herein and that I make this application with
the knowledge, authorization and consent of the owner of the premises. I hereby certify that the statements of facts
contained in this application are true to the best of my knowledge and belief.

Applicant Signature: _____
Applicant Name: _____

Sworn to before me this ____ day of _____ 20__.

Notary Public

CERTIFICATION OF OWNERSHIP/OWNER’S CONSENT

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

I hereby authorize _____ to make this application and I understand that any decision on this
application is binding on the Property.

Owner Signature: _____
Owner Name: _____
