

**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](http://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:

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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

<b>General Contractor</b>	
Name	
Address	
Phone	
Email	
<b>Mechanical Contractor / Plumber</b>	
Name	
Address	
Phone	
Email	
<b>HVAC Contractor</b>	
Name	
Address	
Phone	
Email	

**PART 3: CONTRACTOR INFORMATION (CONTINUED)**

<b>Electrician</b>	
Name	
Address	
Phone	
Email	
<b>Architect</b>	
Name	
Address	
Phone	
Email	
<b>Engineer</b>	
Name	
Address	
Phone	
Email	
<b>Other</b>	
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

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### 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: \_\_\_\_\_