



BUILDING PERMIT APPLICATION

Village of Upper Brookville Building Department

24 Wolver Hollow Road, Glen Head, NY 11545

T: 516-624-7715 Ext. 3

Buildingdept@upperbrookville.org

Permit No. _____

Date _____

INSTRUCTIONS & REQUIREMENTS

1. Submit two (2) **completed & notarized** copies of this application with the **homeowner's signature**. (Contractors must sign & notarize separate "Insurance & License Requirements" form)
2. Submit two (2) copies of a survey showing location of lot, existing buildings and structures on premises, proposed buildings and structures, relationship to adjoining premises or public streets or areas, and a detailed description of layout of property.
3. Submit two (2) complete sets of plans, approved and certified by Registered Architect or a Professional Engineer, showing proposed construction. Plans shall describe the nature of the work to be performed, the materials and installations. *At the completion of the work, the Architect or Engineer will certify to the Building Inspector that the work was completed in accordance with the approved plans.*
4. The work covered by this application shall not be commenced before the issuance of a Building Permit.
5. Upon approval of this application, the Building Inspector will issue a Building Permit to the applicant together with an approved set of plans. Such permit and approved plans shall be kept on the premises available for inspection throughout the progress of the work. Applicant shall comply with all conditions of the permit and notify Building Inspector of required phases of construction to facilitate inspections.
6. No building shall be occupied or used in whole or in part for any purpose whatsoever until an application is made for and a Certificate of Occupancy shall have been issued by the Building Inspector.
7. Hours: Construction, excavation, demolition, alteration or repair of any building or the operation of construction machinery is allowed in the Village Monday – Friday 8:00 am – 6:00 pm. These activities are not allowed at any time on Saturday, Sunday or New York State legal holidays, with the exception of (a) interior alterations or repairs to a building which is entirely enclosed, or (b) pursuant to a permit issued by the Building Inspector or the Mayor in an emergency situation.

Section: _____ Block: _____ Lot: _____

Location/Address: _____

Name & Address of Owner: _____

_____ Phone # _____

Email #1: _____ Email #2: _____

Name & Address of Applicant: _____

_____ Phone # _____

Email #1: _____ Email #2: _____

APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the applicable Building Code and Zoning Ordinance for the construction of buildings, additions, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Applicant is: Owner Lessee Agent Architect Engineer Builder

1. State existing use and occupancy of premises and intended use and occupancy of proposed construction:

a. Existing use and occupancy _____

b. Intended use and occupancy _____

2. Nature of work: New Building Addition Alteration Repair Demolition/Removal

Description of work: _____

3. Estimated Cost: _____ (Cost for the work described in the Application for Building Permit include cost of all construction and other work done in connection therewith, exclusive of the cost of the land)

4. Zone: R-1 or OP-1

5. Does proposed construction violate any zoning law, ordinance or regulation? _____

Description of violation: _____

6. Name of Architect: _____ Email: _____

Address: _____ Phone # _____

Name of Contractor: _____ Email: _____

Address: _____ Phone # _____

Name of Plumber: _____ Email: _____

Address: _____ Phone # _____

Name of Electrician: _____ Email: _____

Address: _____ Phone # _____

***All electrical work requires an underwriter's certificate by a Village approved electrician.**

Notes: _____

INSURANCE REQUIREMENTS FOR OBTAINING A PERMIT &/OR TO REGISTER / LICENSED CONTRACTOR TO WORK WITHIN THE MUNICIPALITY

Applicant shall maintain at a minimum the following insurance coverages, **giving evidence of same to the Inc. Village of Upper Brookville, on the form of Certificates of Insurance stating all work performed at any and all locations, copies of the General Liability Declaration Page and copy of the Additional Insured Endorsement, providing 30 days’ notice of cancellation, non-renewal or material change.** New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipalities discretion. The insurance carrier must have an A.M. Best Rating of at least A- IX. All subcontractors must adhere to the same insurance requirements.

I. WORKER'S COMPENSATION AND NYS DISABILITY

Coverage	Statutory
Extensions	Voluntary compensation All states coverage; Employers liability – unlimited
Required Form for Workers Comp:	C105.2 – certificate of NYS Workers Compensation Insurance Coverage OR if you are insured with the State Insurance Fund, form SI-26.3 – State Insurance Fund Certificate of Workers Compensation Insurance
Required Form for NYS Disability:	DB120.1 – Certificate of Disability Benefits Insurance
Required Form for Exemption	CE-200 – Certificate of Attestation of Exemption from NYS Workers Compensation and/or Disability Benefits Insurance Coverage.

II. COMMERCIAL GENERAL LIABILITY

Coverage	Occurrence – 1988 ISO or equivalent
Limits	General Aggregate \$2,000,000 Products-Comp/Ops Aggregate \$1,000,000 Personal. & Advertising. Injury \$1,000,000 Each Occurrence \$1,000,000 Fire Legal (Any one Fire) \$ 50,000 Medical Exp. (Any one Person) \$ 5,000
Additional Insured	Inc. Village of Upper Brookville and all appointed and elected officials, employees and volunteers Using ISO form CG2026 or equivalent
Mandatory	Contractual Liability to cover the Hold Harmless; Aggregate Limits per project;

III. AUTOMOBILE INSURANCE

Coverage	Standard New York policy insuring all owned, hired, and non-owned vehicles
Limits	Minimum Limit - \$1,000,000 CSL
Additional Insured	Inc. Village of Upper Brookville and all appointed and elected officials, employees and volunteers

IV. UMBRELLA LIABILITY - RECOMMENDED

Coverage	Umbrella Form or Excess following form of primary General Liability and Automobile Liability
Suggested Limit	\$2,000,000
Additional Insured	Inc. Village of Upper Brookville and all appointed and elected officials, employees and volunteers

V. HOLD HARMLESS/INDEMNIFICATION AGREEMENT

The owner/contractor shall indemnify and hold the Municipality harmless against any claim of liability or loss including the cost of defense for personal injury or property damage resulting from or arising directly or indirectly out of, or resulting from, the permit holder's or Licensee's operations within the Municipality, including losses arising out of the negligent acts or omissions of the contractor, its servants or agents, and any subcontractors, its servants or agents.

I, _____, owner of
Print Name

Street Town State Zip

hereby acknowledge that I have read the above application, rules, and requirements.

Homeowner Signature Date

ACKNOWLEDGMENT CERTIFICATE

State of New York)
) ss.:
County of _____)

On the _____ day of _____ in the year 20____ before me, the undersigned, a Notary Public in and for said State, personally appeared,

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public, State of New York