

# APPLICATION FOR BUILDING PERMIT

The Village of Irvington | 85 Main St | Irvington NY 10533

Application Number:	792	Date:	09/29/2022
Job Location:	56 CIRCLE DR	Parcel ID:	2.50-18-3
Property Owner:	Melinda Chappellear	Property Class:	1 FAMILY RES
Occupancy:	One/ Two Family	Zoning:	
Common Name:			

<b>Applicant</b>	<b>Contractor</b>
Melinda Chappellear	Gilli Moshi
Self	Hudson Design and Build
8454643487	

## Description of Work

Type of Work:	Exterior alteration or renovations	Applicant is:	Owner
Work Requested by:		In association with:	
Cost of Work (Est.):	2500.00	Property Class:	1 FAMILY RES

## Description of Work

**Addition of two side light windows either side of front door.**

**Please Note:** Completing the application does not constitute a permit to commence construction. To obtain your permit follow the instructions on the instruction page provided on page 3.

Job Location: 56 CIRCLE DR

Parcel Id: 2.50-18-3

**AFFIDAVIT OF APPLICANT**

I **Melinda Chappellear** being duly sworn, depose and says: That s/he does business as: **Self** with offices at: \_\_\_\_\_ and that s/he is:

- The owner of the property described herein.
- The \_\_\_\_\_ of the New York Corporation \_\_\_\_\_ with offices at: \_\_\_\_\_ duly authorized by resolution of the Board of Directors, and that said corporation is duly authorized by the owner to make this application.
- A general partner of \_\_\_\_\_ with offices \_\_\_\_\_ and that said Partnership is duly authorized by the Owner to make this application.
- The Lessee of the premises, duly authorized by the owner to make this application.
- The Architect of Engineer duly authorized by the owner to make this application.
- The contractor authorized by the owner to make this application.

That the information contained in this application and on the accompanying drawings is true to the best of his knowledge and belief. The undersigned hereby agrees to comply with all the requirements of the New York State Uniform Fire Prevention and Building Code, the Village of Irvington Building Code, Zoning Ordinance and all other laws pertaining to same, in the construction applied for, whether or not shown on plans or specify in this application.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_

Notary Public / Commission of Deeds

\_\_\_\_\_

Applicant's Signature

**OWNER'S AUTHORIZATION**

I **Melinda Chappellear** as the owner of the subject premises and have authorized the contractor named above to perform the work under the subject application.

Owner phone number \_\_\_\_\_ Owner email address \_\_\_\_\_

- \_\_\_\_\_ I hereby acknowledge that it is my responsibility as the **property owner** to ensure that if the permit (if issued) receives a Final Certificate of Approval from the Building Department and further that if a Final Certificate of Approval is not obtained upon completion of the construction, a property violation may be placed on the property for which this permit is being requested.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_

Notary Public / Commission of Deeds

\_\_\_\_\_

Applicant's Signature

# INSTRUCTIONS

## REQUIREMENTS FOR OBTAINING A PERMIT:

**The following items must be submitted in order to obtain a Building Permit:**

1. One (1) Building Permit application signed by the owner or a notarized Agent Letter.
2. One (1) property survey (signed and sealed), reflecting existing conditions.
3. Two (2) sets of construction drawings and specifications, including existing and proposed conditions, state design criteria, structural and architectural details, plans, and cross sections, mechanical, electrical, and plumbing drawings (signed and sealed by a licensed professional).
4. One USB with all plans (with Licensed Professionals certification/stamp) and specifications in PDF (file size must be less than 25MB).
5. Copy of approved site plan from the Irvington Planning Board when applicable (required on all increases of FAR, footprint, coverage, driveways and increases of cubic content under a roof).
6. Approval by the Architectural Review Board (ARB) when applicable. An additional five (5) sets of construction drawings and specifications (please see ARB requirements (available on the village web site [www.irvingtonny.gov](http://www.irvingtonny.gov)) prior to submission).
7. Visit the Village of Irvington website [www.irvingtonny.gov](http://www.irvingtonny.gov) for additional check list for solar panels, generators, underground propane tanks, signs and awnings(found in forms and documents in the Building & Planning General Information folder).
8. Village Zoning Code is available on the Village website: [www.irvingtonny.gov](http://www.irvingtonny.gov).
9. Provide evidence that the application meets the NYS Energy code as described by [www.dos.state.ny.us/code/energycode/overview.htm](http://www.dos.state.ny.us/code/energycode/overview.htm)

**Contractor Requirements in order to obtain a Building Permit:**

10. Contractor’s Certificate of Liability listing the Village of Irvington as the Certificate Holder with no disclaimer in the description other than certificate holder is named additional insured (any additional comments will not be accepted).
11. Contractor’s Workers Compensation C-105 form (or equivalent) listing the Village of Irvington as Certificate Holder.
12. Copy of Contractor’s Westchester County Home Improvement License.
13. All information above uploaded into permit application with the contractor’s contact information, including mailing address, phone number, and email address.
14. Contractor’s signature on Affidavit of Contractor (required prior to issuance of the permit).

**Please Note:**

-State Law requires that the contractor submits a copy of Workman’s Compensation as required by the New York State Disability Insurance naming the Department of Buildings, Village of Irvington as certificate holder and showing coverage for general contracting and the locations covered by such insurance. If structure is to be demolished a copy of Liability Insurance must also be submitted.

- Please be advised under State and Municipal Laws, the Workman’s Compensation and Disability benefits insurance must be submitted on separate state approved forms. The “Acord Form” is no longer acceptable as proof of Workman’s Compensation coverage. Further information or questions may be answered by calling the NYS Bureau of Compliance at (518) 486-6307 or by visiting their website or by contacting your insurance provider.

**FEES ASSOCIATED WITH BUILDING PERMIT APPLICATION (All fees must be paid at time of application):**

Fee schedule

Building Permit (Non-Refundable)

\* Application fee \$85

\* Permit fee \$17 per thousand dollars (\$1000) of estimated cost of construction, or fraction thereof

85

**• Inspection Fees (as applicable)**

- |  |  |
|--|--|
| • Insulation: \$50                               | • Footing: \$50  |
| • Solid Fuel: \$50                               | • Preparation for concrete slabs and walls: \$50             |
| • Foundation and footing drain: \$50             | • Framing: \$50  |
| • Energy Code Compliance: \$50                   | • Building systems, including underground and rough-in: \$50 |
| • Sediment and erosion control: \$50             | • Fire resistant construction and penetrations: \$50         |
| • Footing: \$50                                  | • Final Inspection for C.O.: \$50                            |
| • Preparation for concrete slabs and walls: \$50 | • State and local laws (per re-inspection): \$50             |

**Total Inspections** \_\_\_\_\_

\* Certificate of Occupancy Fees: One dollar (\$1.00) per thousand dollars of estimated cost. Minimum Fee \$25.00

\* Permit Revisions or Amendment: \$50.00 (plus \$17 per thousand (\$1000), of the estimated cost of construction and any additional inspections fees).

\* Re-inspection fee for work not ready at time of inspection or not in compliance: \$50

\* Applications for Undocumented Work/ Legalizing: Applications to legalize work done prior to applying for and receiving a building permit shall pay double all applicable fees and inspections, including the cost of construction based on the cost of all proposed work being legalized at the time of application. Minimum fee \$500.00.

**(To be collected at time of submission of application)Total** \_\_\_\_\_

**(Note: pursuant to 224-54A all permits are valid for one (1) year from date on permit Any permit that expires will be subject to additional fees.)**



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ions they need.



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