



TOWN OF MOUNT HOPE
1706 Route 211 West
Otisville, NY 10963
(845) 386-9949

BUILDING PERMIT

Permit #: _____ Section: _____ Block: _____ Lot: _____

If Part of a Subdivision, subdivision Name is: _____

Date Approved: _____

Date Examined: _____ Approved: _____ Disapproved: _____

Applicant Name: _____

Applicant is (Owner, Builder, Engineer, Architect, etc.)

Owner's Name: _____ Phone #: _____

Address: _____

Location of Land (street/road) _____

Existing Use of Land: _____

Intended Use of Land: _____

Commercial/Industrial: _____

Bi-Level: _____ Contemporary: _____ Ranch: _____ Colonial: _____

Deck: _____ Garage: _____ Pool: _____ Shed: _____ Other: _____

Size: _____ Estimated cost of construction: _____

Permit Fee: _____ CO Fee: _____ Total Fee: _____

Number of dwelling units on each floor: _____ Number of floors: _____

Dimensions of existing structure:

Front: _____ Rear: _____ Depth: _____ Height: _____ Stories: _____

Total square footage of entire building: _____

Lot Size: Front: _____ Rear: _____ Depth: _____

Corner Lot: Yes: _____ No: _____ Total Acreage: _____



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Zone in which premises are located: _____

Any Violations: _____

Insurance Name: _____

Phone #: _____ Policy #: _____

Date of expiration: _____

Architect's Name: _____

Phone #: _____

Address: _____

Contractor's Name: _____

Phone #: _____

Address: _____

Electrical Inspection by: _____

MODULAR OR MANUFACTURED STRUCTURES:

NOTICE: If unit is modular or manufactured housing, provide the following information. Leave no space blank.

Manufactured by: _____

Model #: _____

HUD Approval #: _____

Plan #: _____ DHCR Approval #: _____

Comments or restrictions on permit:

(Building Inspector)



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ALL PERSONS CONNECTED WITH THIS PROJECT SHALL READ ALL INSTRUCTIONS

INSTRUCTIONS:

1. This application shall be completely filled out and all information shall be typed or printed for legibility.
2. The following must be submitted with application:
 - A. Two (2) copies of Certified site plan showing location of any existing or proposed structures or systems on property and driveway entrances onto property. Site plan must be certified by NYS Licensed Engineer or Architect, If part of a subdivision 2 copies of Original Subdivision of properties with Original Septic Design.
 - B. Two (2) copies of plans of structure or system proposed for site Certified by NYS Licensed Engineer or Architect. Any type of structure, 120 sq. ft. or more shall be required to submit 2 copies of stamped & signed NYS Architect or Engineer approval plans for said structure.
 - C. Completed and Notarized Affidavit of Applicant in this packet
 - D. Letter showing insurance on property by owner or contractor
 - E. Copy of Driveway Permit approved from respective Highway Department
3. Fee for permit will be collected after all material has been reviewed and approved.
4. No road may be opened, work on entrance, catch basin, etc. without prior notice to respective Highway Department and their approval.
5. Applicant will provide a piece of plywood, of sufficient size, to mark in 8" letters the permit number. Plywood must be placed at driveway entrance, eye level and clearly visible from street. Also red ball permit will be placed

in Ziploc bag mounted on plywood directly adjacent to the work site for inspection receipts.

6. When inspections are needed, a request must be called in to (845) 386-9949 leave a message on answering machine and allow 48 hours for inspections to be completed. When leaving a message give applicants name, permit number, type of inspection requested and street location.
7. If no one is at job site at time of inspection, Inspector will leave inspection form stating approval or disapproval of work. Job will not continue until approved inspection form is received.



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AFFIDAVIT OF APPLICANT

Permit #: _____ Section: _____ Block: _____ Lot: _____

Premises Location: _____

State of New York:
SS:
County of Orange:

_____ being duly sworn deposes and says, that he is the applicant above named.

He is the _____
(contractor, agent, owner, architect, engineer, builder or corporation)
and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief and that the work performed in the manner set forth in the application and in the plans and specifications filed therewith.

Deponent alleges that the provisions of the Workman’s Compensation Laws do not apply in this case in that he will do all required work on premises and will imply no labor thereat, wherefore, deponent requests approval of said plan and application and the issuance of a permit to commence work.

(Signature of Applicant)

Sworn to before me this _____ day of _____ 20_____

(Notary Public)



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8. Upon failure of the third consecutive inspection for the same item a mandatory five day waiting period must expire prior to the next inspection.
9. Modular homes (State Building Code) require NYS HUD Stamp. Local Codes require stamp from NYS Architect of Engineer.
10. Modular structures must include completed foundation plan. If garage is added, it must show on elevation plan.
11. Modular home drawings are to be clearly marked as to elevation, foundation plan, end view, floor plan, etc. on each copy.
12. ALL FIREPLACES, WOODSTOVES AND CHIMNEYS MUST be inspected by the Fire Inspector before covering unit.

REQUIREMENTS FOR CERTIFICATION OF OCCUPANCY

1. No structure shall be occupied or used until Certificate of Occupancy or Certificate of Use is issued.
2. Material to be submitted before final inspection:
 - a. Completed Affidavit of Final Cost of Construction
 - b. Stamped and signed letter from Engineer for Septic System
 - c. Copy of DEC Application Well Drillers Log showing depth of casing, depth of well and gallons per minute.
 - d. Water test report from laboratory
 - e. Final electrical inspection completed and approved
 - f. Release of driveway permit by Highway Department
3. No temporary C of O's are issued by this office. If temporary is desired, application is to be made to the Town Board.

4. Application's are handled as received by date with up to 30 days to complete. No inspection will be "bumped" ahead of others. PLAN AHEAD!

CERTIFICATE OF USE Will be issued for any non-habitable structure such as decks, sheds, pools, garages, etc.



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INSPECTION SCHEDULE

1. Footing forms with rebar in before pouring
2. Foundation, footing drains and waterproofing before backfilling
3. Under slab plumbing if applies, stone, poly and wire before pouring concrete
4. Rough framing – Exterior walls sheeted, interior walls up, roof complete
5. Rough plumbing – Air or water test on all waste and vent lines
6. Rough electrical inspection will be conducted by outside agency
7. Fireplace or woodstove and chimneys must be inspected by the Fire Inspector before closing in. Fee for inspection is \$20.00 and Certificate of Compliance will be issued by Fire Inspector
8. Insulation inspection
9. Septic inspection by engineer of design. After engineer's inspection a stamped and signed original letter stating compliance will be sent to Building Department
10. Final electrical inspection by outside agency
11. Final inspection and approval of driveway by respective Highway Department
12. Final inspection of completed project by Building Inspector before Certificate of Occupancy or Certificate of Use is issued

Call (845) 386-9949 and leave a message on machine for inspections. Give permit number location and type of inspection requested. Allow 24 to 48 hours for inspections

Inspections of non-habitable space such as decks, pools, garages and sheds will use any of the above inspection steps required to complete project. After project is completed and inspected a Certificate of Use will be issued.



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CERTIFICATE OF OCCUPANCY PAPERWORK CHECKLIST

Date: _____

Permit #: _____

Permit Holder: _____

1. Affidavit of Final Coast of Construction Notarized: _____
2. Engineers septic letter stamped and sealed: _____
3. Driveway release (State, County or Town): _____
4. Yellow Well Log with DEC # _____
5. Dairy Lab test report: _____
6. Electrical Final: _____
7. Foundation location survey filed: Yes ____ No ____
8. Key provided for access: Yes ____ No ____
9. Lockbox Yes ____ No ____ code number _____



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DON'T FORGET!!!!

1. POST YOUR PERMIT NUMBER ON PLYWOOD BY THE DRIVEWAY ENTRANCE
2. PLACE RED BALL IN PLASTIC BAG FOR RECEIPTS ON PLYWOOD AT SITE
3. FOUNDATION LOCATION SURVEY IS REQUIRED PRIOR TO FRAMING TO BE SUBMITTED AND APPROVED BY BUILDING DEPARTMENT



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PERMIT APPLICANTS

Orange County Department of Public Works now requires that the following note be placed on all drawings that involve permits that adjoin a county roadway and involve either access to, drainage to, or any other services on a County road.

NO site preparation or construction shall commence until a valid entrance permit has been secured from the Orange County Department of Public Works under section 136 of the Highway Law!

If this note is not present on the drawings, the application will be rejected without further review by the Building Department!