

Please read through the entire permit

Permits are good for only 1 year



Town of Mount Hope

Building Department
1706 Route 211 West
Otisville, NY 10963
(845) 386-9949

Permit #: _____

BUILDING PERMIT

Section: _____ Block: _____ Lot: _____

If Part of a Subdivision, subdivision Name is: _____

Date Examined: _____ Approved: _____ Disapproved: _____ Date Approved: _____

Applicant Name: _____ Phone #: _____

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

Owner's Name: _____ Phone #: _____

Address: _____ **Email:** _____

Location of Land (street/road) _____

Existing Use of Land: _____

Intended Use of Land: _____

Commercial/Industrial: _____

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

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

Size: _____ **Estimated cost of construction:** _____

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: _____

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



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BUILDING PERMIT

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: _____



Town of Mount Hope

ALL PERSONS CONNECTED WITH THIS PROJECT SHALL READ ALL INSTRUCTIONS:

1. Application is hereby made to perform all construction to the provisions of the 2020 NYS Residential Building Code, 2020 NYS Energy Conservation Construction Code, and the ordinances of the Town of Mount Hope.
2. This application shall be completely filled out and all information shall be typed or printed for legibility.
3. 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.
 - B. Two (2) copies of **Certified** septic design must also be provided. *If part of a subdivision, two (2) copies of the Original Subdivision of properties with Original Septic Design must be submitted.*
 - C. Two (2) copies of **Certified** plans of structure or system proposed for site must be provided.

Any type of structure, 144 sq. ft. or more shall be required to submit 2 copies of stamped & signed plans.

All Certifications are to be done by a NYS Licensed Engineer or Architect.

- D. Completed and Notarized Affidavit of Applicant in this packet
 - E. Certificate of Worker's Compensation/Disability Insurance if work is done by a contractor, or a copy of your Homeowner's Insurance is needed as well as form CE-200 if homeowner is doing the work.
 - F. Copy of Driveway Permit approved from respective Highway Department
4. Fee for permit will be collected after all material has been reviewed and approved.
 5. No road may be opened, work on entrance, catch basin, etc. without prior notice to respective Highway Department and their approval.
 6. 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.
 7. When inspections are needed, a request must be called in to (845) 386-9949. Leave a message and allow 48 hours for inspections to be completed. When leaving a message give applicant's name, permit number, type of inspection requested and street location.
 8. 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.
 9. After two failed inspections, there will be a \$75 fee per subsequent inspection until approved inspection is achieved.
 10. **Upon failure of the third consecutive inspection for the same item a mandatory five day waiting period must expire prior to the next inspection.**
 11. Modular homes (State Building Code) require NYS HUD Stamp. Local Codes require stamp from NYS Architect of Engineer.
 12. Modular structures must include completed foundation plan. If garage is added, it must show on elevation plan.
 13. Modular home drawings are to be clearly marked as to elevation, foundation plan, end view, floor plan, etc. on each copy.
 14. **ALL FIREPLACES, WOODSTOVES AND CHIMNEYS MUST** be inspected by the Fire Inspector before covering unit.



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INSPECTION SCHEDULE

YOU CAN NOT MOVE FORWARD IN YOUR WORK UNTIL EACH NUMBER HAS BEEN INSPECTED AND APPROVED AS ACCEPTABLE BY THE BUILDING INSPECTOR –

There may be a fee imposed if you do so or a stamped letter from a design professional may be required!!

1. Footing forms with rebar before pouring
2. Foundation, footing drains and waterproofing *before backfilling*
3. Under slab plumbing if applies, stone, poly and wire before pouring concrete
4. Roof and Wall Sheathing and Ice/Water Shield
5. Rough framing – Exterior walls sheeted, interior walls up, roof complete
6. Rough plumbing – Air or water test on all waste and vent lines
7. Rough electrical inspection will be conducted by outside agency (Electrical Underwriter)
8. 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
9. Fireblocking before Insulation
10. Insulation inspection
11. Sheetrock before you tape and spackle
12. Final inspection of completed project by Building Inspector before Certificate of Occupancy or Certificate of Use is issued
13. Call (845)386-9949 and leave a message to request an inspection. Allow at least 48 hours for inspection to be completed.

Special Required Outside Final Inspections

14. Septic inspection by Engineer of design. After Engineer's inspection a stamped and signed original letter stating compliance will be sent to Building Department
15. Final electrical inspection by outside agency
16. Final inspection and approval of driveway by respective Highway Department



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Permit #: _____

AFFIDAVIT OF APPLICANT

Section: _____ Block: _____ Lot: _____

Premises Location: _____

State of New York:

SS:

County of Orange:

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

He/She 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 Worker'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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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!

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,
PRE-ENGINEERED WOOD CONSTRUCTION AND/OR
TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES**
(In accordance with Title 19 NYCRR PART 1265)



**TO: Town of Mount Hope
Building Department**

OWNER OF PROPERTY: _____

SUBJECT PROPERTY (ADDRESS AND TAX MAP NUMBER):

Section Block Lot Permit #

PLEASE TAKE NOTICE THAT THE (CHECK ALL THAT APPLY):

- New Residential Structure
- Addition to Existing Residential Structure
- Rehabilitation to Existing Residential Structure

**TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCE ABOVE WILL UTILIZE
(check each applicable line):**

- Truss Type Construction (TT)
- Pre-Engineered Wood Construction (PW)
- Timber Construction (TC)

IN THE FOLLOWING LOCATION(S) (CHECK APPLICABLE LINE):

- Floor Framing, Including Girders and Beams (F)
- Roof Framing (R)
- Floor Framing and Roof Framing (FR)

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

CAPACITY (Check One): Owner Owner's Representative



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AFFIDAVIT OF FINAL COST OF CONSTRUCTION

STATE OF NEW YORK:

SS:

COUNTY OF ORANGE:

DATE _____

_____ being duly sworn, deposes and says he/she (applicant or agent) is the applicant named in the application for Building Permit No. _____ dated _____ relating to construction or other work that has been performed on or in connection with the premises located at _____.

The estimated cost stated in said application of construction or other work described therein was _____ dollars; the actual final cost of such construction or other work was _____ dollars. The said construction or other work was performed in accordance with the applicable provisions of the law.

(Cost for work described in the application for building permit includes the cost of all of the construction and other work done in connection therein exclusive of the land.)

(Applicant/Agent Signature)

Sworn to before me this _____ day of _____ 20 _____

(Notary Public)



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CERTIFICATE OF OCCUPANCY PAPERWORK CHECKLIST

Bring this form with you for your final inspection of a C/O

Date: _____

Permit #: _____

Permit Holder: _____

1. Affidavit of Final Cost of Construction Notarized: _____
2. Engineers Letter of Compliance to Codes (If this office has not conducted the inspections on this property) Please refer to the inspection checklist: _____
3. Engineers Septic Letter (stamped and sealed): _____
 - A) Engineers Letter of Completion for Sewage Disposal System: _____
4. Driveway release (State, County or Town): _____
5. Yellow Well Log with DEC #: _____
6. Dairy Lab test report (Water Analysis): _____
7. Electrical Underwriter Final: _____
8. Foundation location survey including all structures, setbacks, well location, septic ties for tank and field location, and all front corners permanent concrete monuments: _____
9. Blower door test report: _____
10. Duct tightness test report: _____
11. Affidavit for Smoke & Carbon Monoxide detectors: _____
12. Note type of heating system: _____
13. Note type of A/C system if installed: _____