

# Village of Airmont Building Department

251 CHERRY LANE, AIRMONT, NEW YORK  
Mailing Address: P.O. BOX 578, TALLMAN, NEW YORK 10982  
Telephone: 845-414-5536 Fax: 845-414-5529 Email: [buildclerk@airmont.org](mailto:buildclerk@airmont.org)

## APPLICATION FOR BUILDING PERMIT INSTRUCTIONS

Please be advised it is the homeowner's responsibility to call for all required inspections.

**Building permit applications will not be processed with incomplete forms, and/or without payment of fees.**

- Submit:** 1 *application form* completed, signed and a contact phone number.
- Submit:** 1 *Plumber/HVAC certificate* signed by a licensed contractor (for projects requiring plumbing or heating/AC work). Submittal of the plumber's photo license and certificate of insurance is required.
- Submit:** *All Licenses and Certificates of insurance indicating coverage for Workers Compensation, Disability, and Liability Insurance*, shall be provided by residential and commercial contractors and all sub-contractors.
- Submit:** A copy of contractor's *Rockland County Home Improvement License* if the project is for residential work. If the work is to be done by homeowner, sign and notarize the form indicating the work will be done by the homeowner and submit *the NY State Certificate of Attestation of Exemption (CE-200) filled out and signed, in addition to the homeowner's liability insurance*.
- Submit:** 2 *Sets of building plans*. If cost is over \$20,000.00, the plans must be signed and sealed by a New York State licensed Architect or Engineer. Some projects regardless of cost may require an Architect or Engineer seal at discretion of Building Inspector at the time of review. ***Before final inspection, the Licensed Professional shall provide affidavit stating the structure has been erected in accordance with the approved plans as per Section 210-149 of the Village of Airmont Code.***
- Submit:** 2 *Plot Plans (survey)* indicating the location and size of proposed work to be performed and all existing buildings and structures on the property. ***Copies of surveys bearing the signature or seal of a licensed engineer may not be altered and will not be accepted.***
- Submit:** 1 *Electronic Copy of building plans and plot plans(survey)*.
- Submit:** **Applications** for dumpsters, portable toilets, or temporary storage containers if they will be utilized.
- Submit:** **Proof of 811 mark out** where digging/excavating is required.

### PLEASE NOTE:

- Escrow agreements are required for landscaping, final grading, and property restoration on projects with any land disturbance.
- The Applicant shall be responsible to reimburse the village for the actual fees incurred as a result of such engineering review, pursuant to the fee schedule set forth in village code 106-6, local law #2 of 2019 amending Section 210-144.

**FEE-** Fee is based on the value of construction and must be submitted at time of application. This office reserves the right to adjust any fee prior to the issuance of a permit or Certificate of Occupancy if it is determined that the original fee was not sufficient.

**RE-INSPECTION FEES-** According to the Village of Airmont Code, Section 106.6114, Re-inspection fees: For re-inspection required after construction has been disapproved or requested by contractor:

- Residential: \$100.00 for the first re-inspection and \$150.00 for each subsequent re-inspection.
- Non-residential: \$100.00 for the first re-inspection and \$150.00 for each subsequent re-inspection.

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## APPLICATION FOR BUILDING PERMIT

Dear Owner,

A Certificate of Occupancy or Compliance must be issued for the work covered by this Building Permit. **All required inspections must be made** in order for a Certificate of Occupancy or Compliance to be issued, and it is **your responsibility** to make sure that such inspections are made, including electrical inspections (if applicable) by the New York State Board of Fire Underwriters.

A lack of Certificate of Occupancy or Compliance constitutes a violation and will cause serious problems when you decide to sell or refinance your home.

This building permit is good for two years from the date it is issued. Please make sure that a Certificate of Occupancy is issued before you use the area covered by this permit. Failure to do so may result in the imposition of daily fines.

The **owner must call** for all required inspections.

The Building Inspector shall examine or cause to be examined all applications for permits and the plans, specifications and documents filed therewith, pursuant to Village of Airmont Local Law 210-144.b,

- 1) to increase the building footprint by 25% or more,
- 2) to increase the impervious areas on a site by 25% or more,
- 3) that in the opinion of the Building Inspector, requires engineering input for stormwater management issues,
- 4) to construct a retaining wall three feet above grade or taller,
- 5) for lot regrading that, in the opinion of the Building Inspector, may affect existing drainage patterns,
- 6) for construction or renovation of an in-ground swimming pool
- 7) for grading permits and/or soil importation, the Building Inspector may request that the Village Engineer review the application.

The applicant shall be responsible to reimburse the Village for the actual fees incurred as a result of such engineering review pursuant to the fee schedule set forth in Village Code § 106-6.

Pursuant to Village Code Section 106-22, any fee statement imposed by Section 106 which remains unpaid at the time the Village certifies its annual tax roll shall become a lien upon the premises for which the application was made. **Such unreimbursed fees shall thereupon be levied against the said premises**, as if a tax on real property and in addition to all other taxes, fees, rents or charges which would otherwise be so levied.

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DATE

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PROPERTY OWNER SIGNATURE

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## APPLICATION FOR BUILDING PERMIT

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### PROJECT LOCATION & INFORMATION

Street Address: \_\_\_\_\_ Tax Map#: \_\_\_\_\_ Zone \_\_\_\_\_

Current Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_

### OWNER IDENTIFICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email: \_\_\_\_\_

### TYPE OF CONSTRUCTION OR IMPROVEMENT

New Building (*Proposed use is*): \_\_\_\_\_

Conversion (*Current use*) \_\_\_\_\_ (*Proposed use*) \_\_\_\_\_

Addition  Alteration  Repair/Replacement

Relocation  Demolition  Misc. Structure or Equipment

Above Ground Pool  In-Ground Pool (*Contact Building Dept. for additional pool requirements*)

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED VALUE OF CONSTRUCTION: \_\_\_\_\_

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**DESIGNERS & CONTRACTORS PLEASE ATTACH COPIES OF ALL LICENSES AND CERTIFICATES OF INSURANCE**

1. ARCHITECT INFORMATION

Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_ License# \_\_\_\_\_

2. ENGINEER INFORMATION

Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_ License# \_\_\_\_\_

3. GENERAL CONTRACTOR INFORMATION

Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_ License# \_\_\_\_\_

4. ELECTRICAL CONTRACTOR INFORMATION

Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_ License# \_\_\_\_\_

5. PLUMBING CONTRACTOR INFORMATION

Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_ License# \_\_\_\_\_

6. MECHANICAL CONTRACTOR INFORMATION

Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_ License# \_\_\_\_\_

7. SUB-CONTRACTOR INFORMATION

Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_ License# \_\_\_\_\_

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**AFFIDAVIT OF OWNERSHIP**

State of New York, SS: County of Rockland

\_\_\_\_\_ being duly sworn, deposes and says that he/she resides at  
\_\_\_\_\_ in \_\_\_\_\_ County of \_\_\_\_\_, State of \_\_\_\_\_, that he/she is the owner  
in fee of all that certain lot, piece of parcel of land situated, lying and being in the Village of Airmont Tax Map and that hereby  
authorize in his behalf the filing of an application for a Building Permit and /or Certificate of Occupancy, and that the statements of  
fact contained in said application are true.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
STREET

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
MONTH YEAR

\_\_\_\_\_  
NOTARY PUBLIC

Zone \_\_\_\_\_ Value of Construction \$  
Permit Number \_\_\_\_\_ Building Permit Fee \$  
Date issued \_\_\_\_\_ C.O. Fee \$  
C.O. \_\_\_\_\_ Total \$

Permit granted for: \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BUILDING INSPECTOR

Variance Received YES/NO Variance # \_\_\_\_\_

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## APPLICATION FOR BUILDING PERMIT

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**TO BE COMPLETED BY THE PLUMBER CONTRACTOR**

DATE SUBMITTED: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

WORK TO BE DONE AT:

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PLUMBING CONTRACTOR INFORMATION

Plumbing Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email: \_\_\_\_\_

### FIXTURES TO BE INSTALLED

- Bathtubs       Urinals       Lavatory(s)       Shower(s)       Water Closet(s)  
 Kitchen Sink(s)       Laundry Tubs       Other \_\_\_\_\_

TOTAL NUMBER OF FIXTURES: \_\_\_\_\_

**Check all that apply:**

- New Building       Alteration       Addition       Repair

\_\_\_\_\_  
PLUMBER'S SIGNATURE

SUBMIT DIAGRAM & INFORMATION PERTINENT TO WORK PROPOSED.

CONTRACTOR MUST CALL FOR REQUIRED INSPECTIONS.

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## **APPLICATION FOR BUILDING PERMIT**

### ***PLEASE ATTACH A SKETCH OR PLOT PLAN OF PROJECT LOCATION AND DETAILS***

Three copies of the plot plan or sketch must be made as part of this application and must include the following information:

1. Location of proposed structure or addition showing the number of stories and all exterior dimensions.
2. The distance of the proposal from all lot lines.
3. The distance of the proposal from any structure including neighboring structures.
4. The depth of the proposed foundation or footers.
5. The maximum percentage of the lot to be covered by the building.
6. A bulk table containing actual/proposed.
7. A seal and signature of a licensed professional.
8. Any trees to be removed and their locations

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## APPLICATION FOR BUILDING PERMIT

### REQUIRED INSPECTIONS OF CONSTRUCTION...

### YOU MUST CALL FOR THESE

Other inspections will be made in most cases, but those below must be made or Certificate of Occupancy will be withheld. Unless a card is left on the job indicating approval of one of these inspections, it has not been approved and it is improper to continue beyond that point in the work. Any disapproved work must be re-inspected after correction. Call ahead for all inspections.

1. **FOOTING FORMS** - when excavation is complete, and forms are in place (*before pouring*). Rebar in place, hooked at all corners.
2. **FOUNDATION** - Forms /rebar in place (before pouring). For waterproofing, footing drains, insulation as needed.
3. **OUTLET FOR FOOTING DRAINS, IF UNDERGROUND**
4. **PLUMBING UNDER SLAB** cast iron, copper, PVC, etc.
5. **GRAVEL UNDER SLAB** Before Pour - check for insulation as per Energy Code, plastic, wire mesh.
6. **PLUMBING ROUGH-IN** – All work that will be covered must be installed at this time.
7. **FRAME** - Call when the frame is complete including fire stop, bridging, collar ties, etc., before it is covered from inside with insulation.
8. **INSULATION** - Batt, spray foam, blown and fire/draft stop.
9. **PLUMBING FINAL** - this can be combined with final. All fixtures to be installed.
10. **GARAGE**– Fire rated sheetrock to be inspected before painting.
11. **ROUGH GRADING** - All surface water should be directed away from the dwelling to an approved outlet... street, lawn, inlet, drainage, swale, etc. This can be combined with final.
12. **ELECTRICAL UL INSPECTION**
13. **GAS LINE PRESSURE TEST**
14. **BLOWER DOOR TEST**
15. **FINAL** - Complete application for Certificate of Occupancy. Produce certified plot plan and exhibit Fire Underwriters Laboratory Certificate. Building must be essentially completed with all utilities working.

*NOTE:* sewage disposal systems must be completely checked before, during and after construction. If in any doubt, contact this office. For public sewer connection, produce written approval by the Village of Airmont. For septic systems, produce certificate of approval from Rockland County Health Department.

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Property Owner Signature