



BUILDING DEPARTMENT
VILLAGE OF GREENPORT
 236 Third Street, Greenport, NY 11944

| | |
|--------------------------|------------------|
| APPROVED: _____ | PERMIT No: _____ |
| Building Inspector _____ | Date _____ |

APPLICATION FOR BUILDING PERMIT

Application is hereby made for the issue of a Building Permit pursuant to the code of the Village of Greenport, and the New York State Fire Prevention and Building Construction Code, for the construction and removal or demolition of a building or structure, additions or alterations, as herein described.

Zoning

EXISTING ZONE:

Check box if site is in:

 FLOOD ZONE

 WETLANDS PROTECTION ZONE

 HISTORIC PRESERVATION DISTRICT

IF WITHIN THE HISTORIC DISTRICT, COMPLETE **APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS** (FORM-HPC1)

EXISTING USE AND OCCUPANCY:

PROPOSED USE AND OCCUPANCY:

Applicant

NAME:

IF A CORPORATION-
 NAME AND TITLE OF OFFICER:

ADDRESS:

.....PHONE:

SIGNATURE: DATE:

Applicant is: OWNER, LESSEE, AGENT, ARCHITECT, ENGINEER, BUILDER, GENERAL CONTRACTOR, ELECTRICIAN, PLUMBER, OTHER.

EMAIL ADDRESS:

Owner

NAME:

ADDRESS:

.....PH.....

Location of site

| | | | | |
|---------|------|----------|--------|------|
| TAX MAP | 1001 | SECTION: | BLOCK: | LOT: |
|---------|------|----------|--------|------|

STREET ADDRESS:

Workers' Compensation Insurance

Prior to commencing building work, evidence of insurance is required:

NAME OF INSURANCE CARRIER:

Name of insured:

POLICY NO: EXPIRATION DATE:

Building Work

State nature of proposed building work: Commercial Residential

NEW BUILDING ADDITION ALTERATION REPAIR REMOVAL DEMOLITION

OTHER:

Fee

| |
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| \$ |
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FEE TO BE PAID UPON FILING THIS APPLICATION. NOTE:
APPROVED PLANS LODGED AFTER PERMIT ISSUED ARE SUBJECT TO
ADDITIONAL FEES.

APPLICATION FOR A BUILDING PERMIT

INSTRUCTIONS

1. PLEASE SUBMIT THIS COMPLETED FORM SIGNED AND DATED BY THE APPLICANT ALONG WITH THREE (3) SETS OF PLANS PREPARED BY A LICENSED DESIGN PROFESSIONAL AND AN ACCURATE PLOT PLAN OR SURVEY TO SCALE.
2. SUBMIT FEE ACCORDING TO THE CURRENT FEE SCHEDULE AS REQUIRED BY VILLAGE OF GREENPORT LOCAL LAW.
3. IF OTHER THAN THE OWNER COMPLETES AN APPLICATION, A WRITTEN CONSENT FROM THE OWNER MUST ACCOMPANY THE APPLICATION.
4. UPON APPROVAL OF THIS APPLICATION, THE BUILDING INSPECTOR WILL ISSUE A BUILDING PERMIT TO THE APPLICANT. SUCH PERMIT SHALL BE DISPLAYED ON THE PREMISES AND AVAILABLE FOR INSPECTION THROUGHOUT THE CONSTRUCTION.
5. EVERY BUILDING PERMIT SHALL EXPIRE IF THE WORK AUTHORIZED HAS NOT COMMENCED WITHIN 12 MONTHS AFTER THE DATE OF ISSUANCE OR HAS NOT BEEN COMPLETED WITHIN 12 MONTHS FROM SUCH DATE. THE BUILDING INSPECTOR MAY AUTHORIZE, IN WRITING, THE EXTENSION OF THE PERMIT FOR AN ADDITIONAL 12 MONTHS. THERE AFTER A NEW PERMIT SHALL BE REQUIRED.

IMPORTANT NOTICES: READ BEFORE SIGNING.

1. WORK CONDUCTED PURSUANT TO A BUILDING PERMIT MUST BE VISUALLY INSPECTED BY THE CODE ENFORCEMENT OFFICE AND MUST CONFORM TO THE NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODE, THE CODE OF THE VILLAGE OF GREENPORT, AND ALL OTHER APPLICABLE CODES, RULES AND REGULATIONS.
2. IT IS THE OWNER'S/ APPLICANT'S RESPONSIBILITY TO CONTACT THE CODE ENFORCEMENT OFFICE AT 631-477-1217; EXT 210 (MON.-FRI. 8:30 AM TO 4:30 PM) TO SCHEDULE AN INSPECTION PLEASE ALLOW 48 HOURS OF ADVANCE NOTICE.
3. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED THAT SUCH INSPECTIONS ARE LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTIONS.
4. NEW YORK STATE LAW REQUIRES CONTRACTORS TO MAINTAIN WORKER'S COMPENSATION AND DISABILITY INSURANCE FOR THEIR EMPLOYEES. NO PERMIT WILL BE ISSUED UNLESS CURRENTLY VALID WORKER'S COMPENSATION AND DISABILITY INSURANCE CERTIFICATES ARE PROVIDED. IF THE CONTRACTOR BELIEVES HE/SHE IS EXEMPT FROM THESE REQUIREMENTS, THE CONTRACTOR MUST COMPLETE FORM C-105.21 .
5. OWNER MUST SUBMIT COMPLETED ASBESTOS CERTIFICATION FORM (FORM-AC1).
6. OWNER MUST SUBMIT COMPLETED STORMWATER MANAGEMENT WORKSHEET (FORM-SWP1)
7. THE BUILDING PERMIT CARD MUST BE DISPLAYED SO AS TO BE VISIBLE FROM THE STREET NEAREST TO THE SITE OF THE WORK BEING CONDUCTED.