

Date Received _____
Examined _____
Disapproved a/c _____
Approved _____



Permit No. _____

Building Inspector

15 Lake Street
Monroe, NY 10950
www.monroeny.org
845-782-7638

APPLICATION FOR BUILDING PERMIT
INSTRUCTIONS

- a. This application must be completely filled in by typewriter or in printed ink and submitted in duplicate to the Building Inspector.
- b. **This application must be accompanied by two plot plan diagrams drawn to scale** locating clearly and distinctly all buildings and wetland (lakes, ponds, streams, swamps, marsh, etc), whether existing or proposed, and indicate all set-back dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot.
- c. **This application must be accompanied by two complete sets of plans drawn to scale showing proposed construction and two complete sets of specifications.** Plans and specifications shall describe the nature of the work to be preformed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.
- d. The work covered by this application may not be commenced before the issuance of Building Permit.
- e. Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with approved duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection by the Building Department.
- f. If a Zoning Board of Appeals variance was issued, submit a copy with this application.
- g. Workman's Compensation and Liability Insurance to be submitted by contractor with application.
- h. Electrical work to be inspected by, and a Certificate of Approval obtained from approved agency, List will be provided with permit

APPLICATION IS HERBY MADE for the issuance of a Building Permit, the applicant agrees to comply with all applicable laws, ordinance and regulations.

Name of Applicant: _____

Full Address: _____

State whether applicant is owner, lessee, agent, architect, engineer or builder: _____

If applicant is corporation, signature & title of duly authorized officer: _____

1. a. Location of land on which proposed work will be done (Street) _____

b. Tax Map Number: _____ Section _____ Block _____ Lot _____

2. State existing use and occupancy of premises. _____

3. Nature of work (check all applicable): Addition Alteration Conversion Deck Demolition Fireplace/Stove Garage
 Hot Tub New Bldg Porch Septic System Shed Sign Swimming Pool Wetlands Other (list) _____

4. Estimated Cost* _____ Fee _____

*Costs for the work described in the Application for Building Permit include the cost of all the construction and other work done in connection therewith exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy. **Checks made payable to Town of Monroe.**

5. If business, commercial or mixed occupancy, specify nature and extent of each type of use _____

6. Dimensions of entire new Construction: Front _____ Rear _____ Depth _____ Height _____

7. Name of Owner of Premises _____ Phone #: _____
Address: _____

8. Name of Architect/Engineer _____ Phone #: _____
Address: _____

9. Name of Contractor _____ Phone #: _____
Address: _____

Signature of Applicant _____