

Approved _____



Permit No. _____

Building Inspector

1465 Orange Turnpike
Monroe, NY 10950
www.monroeny.org
845-783-1900 ext. 208

APPLICATION FOR BUILDING PERMIT

INSTRUCTIONS:

- a. This application must be completely filled out and submitted in duplicate to the Building Inspector.
- b. **This application must be accompanied by two survey's 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 sets of plans and specifications drawn to scale showing proposed construction.** Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations. If a Zoning Board of Appeals variance was issued, submit a copy with this application.
- d. 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.
- e. If the owner and/or contractor is an LLC, CORP, or INC: submit an Entity Disclosure Form with the application
- f. **Workman's Compensation and Liability Insurance to be submitted with application.**

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 a corporation, provide name & title of duly authorized officer and a completed **Entity Disclosure Form:**

1. Address of proposed work being done: _____ Section: _____ Block: _____ Lot: _____

2. Nature of work (describe in detail) _____

3. **Estimated Cost*** _____ **Fee:** _____ **Fee w/ Violations:** _____

*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.**

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

5. Name of Owner of Premises _____ Phone #: _____

Address: _____

6. Name of Architect/Engineer _____ Phone #: _____

Address: _____

7. Name of Contractor _____ Phone #: _____

Address: _____

SIGNATURE _____

EMAIL: _____

*Certificate of Occupancy/Completion will be issued by e-mail ONLY



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BUILDING PERMIT FEE SCHEDULE

Estimated Cost	Fee B/P	Estimated Cost	Fee B/P	Estimated Cost	Fee B/P	Estimated Cost	Fee B/P
\$1,000	\$100	\$26,000	\$350	\$51,000	\$600	\$76,000	\$850
\$2,000	\$110	\$27,000	\$360	\$52,000	\$610	\$77,000	\$860
\$3,000	\$120	\$28,000	\$370	\$53,000	\$620	\$78,000	\$870
\$4,000	\$130	\$29,000	\$380	\$54,000	\$630	\$79,000	\$880
\$5,000	\$140	\$30,000	\$390	\$55,000	\$640	\$80,000	\$890
\$6,000	\$150	\$31,000	\$400	\$56,000	\$650	\$81,000	\$900
\$7,000	\$160	\$32,000	\$410	\$57,000	\$660	\$82,000	\$910
\$8,000	\$170	\$33,000	\$420	\$58,000	\$670	\$83,000	\$920
\$9,000	\$180	\$34,000	\$430	\$59,000	\$680	\$84,000	\$930
\$10,000	\$190	\$35,000	\$440	\$60,000	\$690	\$85,000	\$940
\$11,000	\$200	\$36,000	\$450	\$61,000	\$700	\$86,000	\$950
\$12,000	\$210	\$37,000	\$460	\$62,000	\$710	\$87,000	\$960
\$13,000	\$220	\$38,000	\$470	\$63,000	\$720	\$88,000	\$970
\$14,000	\$230	\$39,000	\$480	\$64,000	\$730	\$89,000	\$980
\$15,000	\$240	\$40,000	\$490	\$65,000	\$740	\$90,000	\$990
\$16,000	\$250	\$41,000	\$500	\$66,000	\$750	\$91,000	\$1,000
\$17,000	\$260	\$42,000	\$510	\$67,000	\$760	\$92,000	\$1,010
\$18,000	\$270	\$43,000	\$520	\$68,000	\$770	\$93,000	\$1,020
\$19,000	\$280	\$44,000	\$530	\$69,000	\$780	\$94,000	\$1,030
\$20,000	\$290	\$45,000	\$540	\$70,000	\$790	\$95,000	\$1,040
\$21,000	\$300	\$46,000	\$550	\$71,000	\$800	\$96,000	\$1,050
\$22,000	\$310	\$47,000	\$560	\$72,000	\$810	\$97,000	\$1,060
\$23,000	\$320	\$48,000	\$570	\$73,000	\$820	\$98,000	\$1,070
\$24,000	\$330	\$49,000	\$580	\$74,000	\$830	\$99,000	\$1,080
\$25,000	\$340	\$50,000	\$590	\$75,000	\$840	\$100,000	\$1,090

Additional \$6.00 per \$1,000 after \$100,000

Example:	Estimated Cost	Calc.	Fee
	\$100,000	(see schedule)	\$1090
	\$25,000	(25 x 6)	\$150
	\$125,000		\$1240

Make checks payable to: [Town of Monroe](#)

Permit Fees will be based on Fair Market cost of construction. Estimated cost is to be rounded up to the next thousand. (Example: est. cost \$25, 350, would become \$26, 000).

Building Permit fees will be TRIPLED where application is made for work performed without the applicant having initially secured a building permit.