

# CITY OF MOUNT VERNON



## BUILDING PERMIT APPLICATION

Application No \_\_\_\_\_ Taken by \_\_\_\_\_ Date filed \_\_\_\_\_

### PART A

To be completed by applicant. Answer each question clearly and legibly.

1. **Type of work** (check all applicable boxes):  New building  Addition  Alteration  Conversion  
 Repairs or Replacement with identical items (non-structural work)  Fence  Accessory structure  
 Temporary structure  Retaining wall  Legalization  Other: \_\_\_\_\_

2. **Location of work:**

Address \_\_\_\_\_  
Map page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zone \_\_\_\_\_

3. **Description of proposed work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Area of work:**  Entire building  Non-residential tenancy  Dwelling unit(s)  Other \_\_\_\_\_

5. **Total floor area of work:** \_\_\_\_\_ **Estimated cost:** \$ \_\_\_\_\_

6. **Zoning use:** (Example of use: 1-family, 2-family, multi-family dwelling, retail, warehouse, restaurant, bank, etc.)

**For building:** existing uses: \_\_\_\_\_ proposed: \_\_\_\_\_

**For area of work:** existing uses: \_\_\_\_\_ proposed: \_\_\_\_\_

7. **Construction type** (As defined by the NYS Uniform Code-Table 601): IA IB IIA IIB IIIA IIIB IV VA VB

**Existing construction type:** \_\_\_\_\_ **Proposed construction type:** \_\_\_\_\_

(Nº.7 does not need to be answered if a registered design professional is not required for this application.)

8. **Work proposed to remove violation(s)**  No  Yes, violation(s) No \_\_\_\_\_

The **APPLICANT** is the **PERSON** who will sign the applicant's affidavit. The applicant may be the owner or a duly authorized agent. If the owner is a corporation, the name of the corporation IS the name of the owner.

**Owner's name:** \_\_\_\_\_ tel.: \_\_\_\_\_ fax: \_\_\_\_\_

Address: \_\_\_\_\_ city/state/zip: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Applicant's name:** \_\_\_\_\_ tel.: \_\_\_\_\_ fax: \_\_\_\_\_

Address: \_\_\_\_\_ city/state/zip: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Architect/Engineer:** \_\_\_\_\_ Company name: \_\_\_\_\_

Address: \_\_\_\_\_ city/state/zip: \_\_\_\_\_

tel.: \_\_\_\_\_ fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

**PART B- APPLICANT'S AFFIDAVIT**

State of New York  
County of Westchester} ss:

\_\_\_\_\_ being duly sworn, deposes and says: that \_\_\_\_\_  
Print Name of Applicant -Footnotes 1 & 2 Print Name of Owner- -Footnotes 1& 3  
 is the owner in fee of the premises to which this application applies; that she/he (applicant) is duly authorized to make this application; and that the statements contained herein are true;

Sworn to before me this \_\_\_\_\_  
 Day of \_\_\_\_\_ 20\_\_\_\_\_

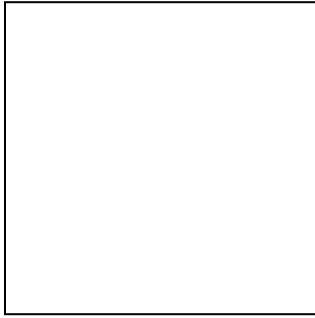
\_\_\_\_\_  
 Signature of Applicant- Footnotes 1 & 2

\_\_\_\_\_  
 Signature of Notary-Commissioner of Deeds

1. If the owner is the applicant, he/she shall print his/her name as both where requested, and sign as applicant.
2. If the owner is a corporation, the applicant shall be a principal officer of the corporation or a duly authorized agent. The name of the corporation shall then be listed on the application as the owner.

**PART C- AFFIDAVIT OF ARCHITECT OR PROFESSIONAL ENGINEER**

I, \_\_\_\_\_, hereby state that I personally prepared and/or  
Name of Architect/Engineer-Printed  
 supervised the preparation of the plans submitted with this application, and that the work shown therein complies with the provisions of the New York State Uniform Code and Energy Code, 2020 edition, the Mount Vernon Zoning Code, and all other applicable laws and regulations.



\_\_\_\_\_  
 Signature of Architect/ Engineer Date

\_\_\_\_\_  
 Seal (Seal must be legible)

**(For official use only)**

Application fee _____	Receipt No _____	Date _____
Revision fee _____	Receipt No _____	Date _____
Additional fee _____	Receipt No _____	Date _____
Legalization fee _____	Receipt No _____	Date _____
Impervious surface fee _____	Receipt No _____	Date _____
Parking fee _____	Receipt No _____	Date _____
Certificate fee _____	Receipt No _____	Date _____

Board Approvals / Resolution No:  
 Zoning Cal. \_\_\_\_\_, date \_\_\_\_\_ Site Plan No. \_\_\_\_\_, date \_\_\_\_\_  
 Special Use Permit No. \_\_\_\_\_, date \_\_\_\_\_ ARB, date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Permit No. \_\_\_\_\_  
Commissioner / Deputy Commissioner

**Use the correct type of application to avoid delay in the processing of your permit application:**

**Building Permit:** for all types of work except as listed below.

**Demolition Permit:** for all types of building and structure demolition.

**Equipment Permit:** for mechanical equipment, tanks, fire detection, fire suppression system, elevator, etc...

**Reapportionment & Subdivision:** to alter existing lots or create new ones.

**Amendment:** change of contractor, extension of time, and minor change in the scope of work.

## **Items to Submit for a Building Permit Application**

**Failure to submit ALL the items listed below will result in the denial or in a delay in the approval of your permit.**

1. Completed application form. The form must be typewritten or **LEGIBLY** printed. Parts A and B shall be completed by the applicant, and Part C by the NYS licensed design professional, see item **8** for applicability.
2. Proof of ownership: copy of homeowner's insurance certificate or copy of deed. Proof of ownership is only required for new ownership that has not been recorded with the Assessor's Office.
3. Authorization, signed by owner and notarized, naming applicant as owner's agent; or legal proof that the applicant is a principal officer of the corporation if the owner is a corporation. One of these documents is required **if the applicant is not the owner** of the property.
4. Topographical survey of property, with location of trees, utilities and all site improvements. A survey is not required for an application filed for interior repairs, window replacement and re-roofing.
5. Photographs of the facades of the existing building for exterior work such as roofing, stucco, siding, etc... Note that Architectural Review Board approval is required for new structures, extension and change of exterior finishes.
6. One completed Contractor Information Form and contractor's insurance certificates. These documents may be submitted at a later date, prior to Building Permit issuance, when the project requires review of Construction Documents prepared by a registered design professional- see item 7.
7. Three sets of construction documents, prepared by a registered design professional licensed in New York State with their original signature and seal. **See "Construction Documents Requirements" on the back of this form.** Construction documents are not required for an application filed for replacement, accessory structures 65 square feet or less, fences (other than masonry walls), roofing, exterior walls and driveway resurfacing, above-ground swimming pool, retaining wall 18 inches high or less, ground steps, walkways and patios on grade. **For zoning review and referral** to the Zoning Board of Appeals, Planning Board and /or Architectural Review Board, submit one set of drawings featuring the necessary information, drawings and calculations for zoning review (zoning table and calculations, site plan, floor plans, elevations, architectural section in addition to any other information deemed relevant by the design professional).
8. For projects that do not require construction documents, the contractor shall submit detailed specifications of the work. The specifications shall be typewritten on the contractor's letterhead, **signed** by the contractor and **notarized**.
9. **For repairs of structures damaged by fire or other incident, see Item 4** on back of application.
10. **Fee: cashier's (bank) check or money order only; made payable to the City of Mount Vernon.**  
\$125.00, filing fee, plus: \$10.00 per \$1,000.00 of estimated cost for existing 1- and 2-family dwellings, or \$15.00 per \$1,000.00 of estimated cost for all other uses.  
\$150.00 Initial plan review fee (must be paid if construction documents prepared by a licensed professional are being submitted)  
The legalization fee is \$3,500.00 per dwelling unit to be legalized, and \$5,000.00 for all other types of work that requires construction documents; \$2,500.00 otherwise.  
**The fee for the certificate required to close the permit must be paid before the permit is released to permit holder.**  
**Type of certificate required to close out the permit vary by the scope of work and will be listed on permit: Letter of completion fee: \$100.00, Certificate of Occupancy or Certificate of Tenancy fees vary based on square footage or use of property; see fee schedule for calculation.**

### **Additional Information**

**a- Plumbing and electrical** permits shall be filed **separately** by Westchester County licensed professionals.

**b- Your permit will list which certificate you must apply for** at completion of work. A permit cannot be closed if you have not **requested and passed the required inspections** and the inspection report is not signed by the inspector.

**Filing an application does not mean that you can start work. A legalization fee is charged if you start work before the permit is granted. The permit card must be conspicuously posted and the approved plans available at the job site.**

# Construction Documents Requirements

Construction documents shall be prepared by a registered design professional and shall include the drawings and certifications requested below. These items are neither an option nor a choice from the design professional. No review shall proceed if any of the requested items is omitted or incompletely submitted.

**1. SITE PLAN OR PLOT PLAN AND KEY PLAN:**

- Topographical site plan: for new buildings, additions, decks and site work- retaining walls, driveways, etc... **to be submitted in addition to the topographical survey.**
- Plot plan and key plan: for work on an existing structure that does not require any site work or erection of new structures. The plot plan shall specify the dimensions of the lot lines, the distance to nearest street corner, and locate the existing structures and north arrow. The key plan shall locate the area of work within the building.

**2. CODE COMPLIANCE:**

**Zoning Code Analysis;** see attached sample.

- **Egress plan for each floor level with travel distance dimensions** and location of required fire resistance rated construction and exit signs and lights.
- List of special inspections and a statement that the certification of the persons who will perform the special inspections shall be submitted to the Commissioner for approval.
- Limitation for cutting, notching, drilling structural members for pipes, ducts or conduits. Construction safeguards specifications and any notes and materials specifications related to the work specifically proposed under this permit.
- Building Code analysis, listing the required and proposed items: construction type, occupancy group, building height and area, fire separation, interior finishes, means of egress, fire detection, fire prevention, handicapped accessibility, structural design criteria – including soil class, seismic design category, risk class category, calculations and design loads
- List of separate permits to be obtained from the Building Department or other state, county or city agencies.
- For work that is permitted to comply with the New York State Residential Code, the geographical and climatic design criteria shall be listed on the plans, in addition to the structural design criteria- DL, LL, snow, roof, etc. loads. For new buildings and additions, framing plans, separate from the architectural plans, shall be required.

**CLIMATIC AND GEOGRAPHICAL DESIGN CRITERIA:**

Ground snow load	Wind	Seismic Design Category	Subject to Damage From				Winter Design Temp.	Ice Shield Underlay-ment	Flood Hazard
	Speed (mph)		Weather- ing	Frost Line	Termite	Decay			
30 psf	130	C	Severe	42''	Moderate to heavy	Slight to moderate	7°F	Req'd	360920 0005 B 10/17/1978

**3. DRAWINGS:**

Drawings, 18×24 minimum and 30×42 maximum, shall include plans, elevations, sections, details, materials and equipment specifications, notes, list of symbols and separate structural, plumbing and electrical plans. Plans shall be drawn in accordance with generally accepted architectural graphic standards and professional standards. Each page of the set shall bear the address, block and lot numbers of the project, the name, address and telephone number of the registered design professional, the drawing title, the scale and the date of each submission. Approvals and conditions from city, county or state boards and agencies shall be recorded on the plans.

**4. For repair of Structures damaged by fire or other incident:** labeled photographs of the damaged structure and a report, prepared, signed and sealed by a New York State registered design professional, assessing the structural, mechanical, plumbing, electrical, fire separation, insulation and finish work required to repair the building.

**5. RECORD DRAWINGS CERTIFICATION:**

The design professional shall reproduce on the first page of the Construction documents the following certification,

I, design professional name , certify that these construction documents are a true representation of the project as it has been built, and that, to the best of my knowledge the work complies with the codes and specifications listed in these construction documents.

\_\_\_\_\_  
*Signature and Seal*

\_\_\_\_\_  
*Date*

Upon completion of the construction, the registered design professional shall sign and seal the **Record Drawings certification** if the inspections that he/she conducted during the construction warrant it. No building permit can be closed otherwise. The approved plans, bearing the signed and sealed certification and amended as required, shall constitute the as-built plans. **Changes from the approved plans, made during construction, must be approved as an amendment. See amendment application for instructions.**



**CONTRACTOR INFORMATION FORM**

See instructions. Print clearly.

Application No \_\_\_\_\_ Taken by \_\_\_\_\_ Date filed \_\_\_\_\_ Permit N° \_\_\_\_\_

**PART A- GENERAL INFORMATION**

The APPLICANT is the PERSON who will sign the applicant's affidavit. The applicant may be the owner or a duly authorized agent. If the owner is a corporation, the name of the corporation IS the name of the owner.

1. Location of work (address): \_\_\_\_\_  
Map page \_\_\_\_\_ Block \_\_\_\_\_ Lots \_\_\_\_\_ Zone \_\_\_\_\_

2. Applicant's name: \_\_\_\_\_ tel.: \_\_\_\_\_ fax: \_\_\_\_\_  
Address: \_\_\_\_\_ city/state/zip: \_\_\_\_\_  
e-mail: \_\_\_\_\_

3. Construction company name: \_\_\_\_\_  
Permit holder's name: \_\_\_\_\_ Title: \_\_\_\_\_  
Business phone: \_\_\_\_\_ fax: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Address: \_\_\_\_\_ city/state/zip: \_\_\_\_\_  
e-mail: \_\_\_\_\_

**PART B- CONTRACTOR'S AFFIDAVIT**

State of New York  
County of Westchester} ss.:

\_\_\_\_\_ being duly sworn, deposes and says: that he/she is the  
Name of permit holder -Printed  
Permit Holder, duly authorized by the owner of the property, to perform the work proposed under this permit; and,

That the work will be performed in accordance with the New York State Uniform Fire Prevention and Building Code, the City of Mount Vernon Building and Zoning Codes, and all other applicable law, codes and regulations whether or not shown on the permit, the construction documents and/or specifications; and that he assumes responsibility for all acts and work performed by Sub-Contractors, Laborers and Material men in connection with the work performed.

The undersigned further states that he/she will obtain any permit or approval required from other City, County, State and/or Federal agency, as may be required for the completion of the work to be performed under this permit; and

The undersigned also states that he/she will adhere to, and comply with, all construction and demolition safeguards and regulations enforced by the City, County, State and/or Federal government whether or not specifically listed in the permit or the construction documents.

Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Signature of Notary-Commissioner of Deeds

**PART C-APPLICANT'S AUTHORIZATION**

State of New York  
County of Westchester} ss.:

\_\_\_\_\_, hereby states that \_\_\_\_\_  
*Name of Applicant- Printed-Footnotes 1 & 2.* *Name of Owner- Printed-Footnote 1.*  
is the owner of the property, and that he/she authorizes the contractor named in this document to perform the work proposed under this application.

Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Notary/Commissioner of Deeds

- 1. If the owner is the applicant, he/she shall print his/her name as both where requested, and sign as applicant.
- 2. If the owner is a Corporation, the applicant shall be a principal of the Corporation or a duly authorized agent.
- 3. The applicant shall be the applicant who applied for the permit to which this form applies.

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**PART D- AFFIDAVIT OF OWNER PERFORMING THE WORK**

**FOR WORK TO BE PERFORMED ON A RESIDENCE WITH 4 OR LESS DWELLING UNITS BY THE OWNER WHO RESIDES AT SAID RESIDENCE**

State of New York  
County of Westchester} ss.:

\_\_\_\_\_, being duly sworn, deposes and says: that he/she is the owner  
*(Owner's name- Printed)*  
of the property to which this application applies, that he/she resides at the premises, and that he/she is not required to show specific proof of Worker's Compensation insurance coverage because he/she will be performing all the work proposed in the subject application, and will not hire, pay or compensate in any way the individuals that may help perform the work;

The undersigned also agrees to acquire appropriate insurance coverage as required for any contractor performing work in the City of Mount Vernon, N.Y., if he/she decides to hire or pay individuals to perform the work;

The undersigned further states that he/she assumes responsibility for all acts and work performed by him or any individuals helping to perform the work, and that the City of Mount Vernon is hereby free and clear of any and all claims incident to contracting work done by him/her and any individuals helping to perform the work.

Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Notary/Commissioner of Deeds

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## CONTRACTOR INFORMATION FORM INSTRUCTIONS

The following documents and fees must be submitted before the permit can be released to the permit holder or his representative:

- a. Completed Contractor's Information Form, signed and notarized by each interested party;
- b. Certificates of insurance, labeled as specified below;
- c. Copy of Westchester County Home Improvement license, for work on residence buildings with 4 or less dwelling units.
- d. Permit fee and all associated fees must be paid.
- e. Fee for letter of completion, certificate of occupancy or tenancy, as applicable, must be paid.

Note that it is the responsibility of the permit holder –“the Contractor”- to retrieve the permit and (1) post it conspicuously at the work site, (2) have the approved plans available at the work site, (3) request and pass the required inspections and have the inspection report signed off by the appropriate inspectors, (4) return the signed inspection report with the request for a the letter of completion, or the application for a certificate of occupancy or certificate of tenancy, as applicable, at the completion of work.

### IF WORK IS TO BE PERFORMED BY A CONTRACTING COMPANY OR CONTRACTOR

*NOTE: The Permit Holder is the general contractor.*

**a. Completed Contractor Information Form:**

Part A and B must be completed for work to be performed by the permit holder;  
Part C must be completed by the property owner.

**b. Certificates of Insurance:**

The “**Department of Buildings** of the City of Mount Vernon, Roosevelt Square, Mount Vernon, NY 10550” shall be named **certificate holder** on each certificate.

1. Liability insurance certificate, naming the **City of Mount Vernon as additional insured**, and listing the location of the work.

The minimum coverage shall be \$50,000.00 / \$100,000.00 for personal injury, and \$5,000.00 / \$25,000.00 for property damage. No deductible is permitted.

There should be provision for ten days notice for changes in policy or cancellation.

2. Worker's Compensation insurance certificate: form **BP-1, SI-12, U-263, C-105.2** or **GSI-105.2**.  
**Note that for demolition, the certificates of liability and Worker's Compensation insurance shall specifically certify coverage for demolition work.**

And,

Disability insurance certificate: form **DB 120.1** or **DB 155**, or

3. **If the work is only performed by the owner(s) of the contracting company**, a waiver from the Worker's Compensation Board, form **CE-200**, may be submitted in lieu of Worker's Compensation and disability insurance certificates.

### IF WORK IS TO BE PERFORMED ON A RESIDENCE WITH 4 OR LESS DWELLING UNITS BY THE OWNER WHO RESIDES AT SAID RESIDENCE:

*NOTE: The Permit Holder is the Homeowner.*

**a. Completed Contractor's Information Form:** Part A, B, and D must be completed for work to be performed by the owner/permit holder;

**b. Certificate of Homeowner Insurance**, listing the Department of Buildings as certificate holder and naming the **City of Mount Vernon as additional insured**. The certificate shall specifically list “for work at the premises” and the names of any individual who may help with the work.

**c. Proof that the owner resides at the premises.**