

PERMIT EXPIRES TWO (2) YEARS FROM DATE OF ISSUANCE  
ONE SIX (6) MONTH EXTENSION MAY BE GRANTED PRIOR TO EXPIRATION DATE

**APPLICATION FOR BUILDING / DEMOLITION PERMIT**

VILLAGE OF NYACK  
9 North Broadway · Nyack, NY 10960  
Tel 845-358-4249 · Fax 845-358-0672 · Email: [buildingdepartment@nyack-ny.gov](mailto:buildingdepartment@nyack-ny.gov)

OFFICIAL USE ONLY	
Land Use Board Review:	<input type="checkbox"/> ARB <input type="checkbox"/> Planning <input type="checkbox"/> ZBA
Permit No:	<input type="text"/>
Application Date:	<input type="text"/>
Fee Paid:	<input type="text"/>
Receipt #:	<input type="text"/>
Inspector:	<input type="text"/>
File #:	<input type="text"/>
Permit Granted For:	<input type="text"/>
Permit Denied For:	<input type="text"/>
*Village Board, Planning Board, Zoning Board, Architectural Review Board decision date:	<input type="text"/>

**Property Location:**

**Tax Map Designation:** Section  Block  Lot

**Property Owner:**  Cell Phone:

Address:  Home Phone:

Email:  Work Phone:

**Owner/Tenant:**  Cell Phone:

Address:  Work Phone:

Email:  Cell Phone:

Contact Person:  Phone:

Existing and / or proposed use of structure or land:

**Project Description**

Estimated Construction Value: \$

**Architect / Engineer:**  NYS Lic

Address:

Email:  Phone:

**Builder / General Contractor:**  RC Lic #

Address:

Email:  Phone:

**Plumber:**  RC Lic #

Address:

Email:  Phone:

**Heat / Cooling:**  RC Lic #

Address:

Email:  Phone:

**Electrician:**  RC Lic #

Address:

Email:  Phone:

ZONING DISTRICT <input type="text"/>	<b>BULK</b>		
	<u>Required</u>	<u>Existing</u>	<u>Proposed</u>
Coverage _____			
Floor Area Ratio _____			
Lot Area _____			
Lot Width _____			
Street Frontage _____			
Front Yard Setback _____			
Side Yard Setback _____			
Total Side Yard Setback _____			
Rear Yard Setback _____			
Building Height – Feet _____			
Building Height – Number of Stories _____			
Residential Density _____			

Site Plan Application is also being made to the  Planning  Architectural Review Board

**AFFIDAVIT**

State of New York  
County of Rockland) SS:  
Village of Nyack

I, \_\_\_\_\_, being duly sworn, depose and say that I am the owner (lessee, engineer, surveyor, architect, builder, or agent of the owner) in fee of the premises to which this application applies; that I (the applicant) is duly authorized to make this application and that the statements contained in the papers submitted herein are true to the best of his knowledge and belief, and that the work will be performed in the manner of set forth in the application and in the plans and specification filed therewith, and in accordance with State Uniform Building Code and all other applicable laws, ordinances and regulations of the municipality. I also declare that the structure or area described in this application will not be occupied or used until I have obtained a Certificate of Occupancy.

**Signature and Mailing Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SWORN to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Witness: \_\_\_\_\_

If not witnessed by Building Department personnel, Notary signature is required.

\_\_\_\_\_

Notary Public

**APPLICATION INSTRUCTIONS**

(See additional requirements when applying to land use Board)

1. In making this application, submit the following:
  - a. One (1) copy of this form.
  - b. Two (2) set of building plans for an internal building permit (only needing for building inspectors approval only or Ten (10) for Planning or Nine (9) for ARB or Nine (9) for ZBA
  - c. Two (2) copies of the plot plans.
  - d. Copy of Rockland County licenses. (For each trade)
  - e. Certificate of Liability, Certificate of Workman’s Compensation, and Disability Benefits Insurance or Owner’s affidavit. **(For each trade)**
2. Plot plans drawn to scale, shall show area, dimension, and location of lot; size and exact location of proposed structures, additions or alterations; all existing structures , all existing structures on lot; streets, curbs, sidewalks, parking spaces driveway; yards and setback; and such other information as may be necessary.
3. Building Plans drawn to scale shall show structural details, floor plans, elevation, plumbing, electrical, heating and ventilation details.
4. The NY.S. Department of Education Law states that a building permit may not be issued for any commercial structure or for a residence containing more than 1500 square feet of habitable space unless the building plans are prepared and signed by a New York State licensed engineer or registered architect.
5. No building permit of Certificate of Occupancy shall be issued by the Building Inspector unless all provisions of the Village of Nyack Zoning Code and the New York State Uniform Fire Prevention and Building Code are in compliance
6. Fees are based on cost of construction. (This office reserves the right to adjust any fee prior to issuing the Certificate of Occupancy if it is shown that the original fee was not sufficient to cover the actual cost.) Bills, invoices and other documentation must be submitted to substantiate both the Estimated Cost of Construction, as well as the Actual Cost of Construction.
7. Mandatory inspections are required for issuance of Certificate of Occupancy.
8. Underground utilities are required by the Zoning Code.
9. It shall be unlawful to use or permit the use of any building or premises or part thereof, hereafter created, erected, changed, converted or enlarged wholly or partly, in its use or structure, until a Certificate of Occupancy shall have been issued
10. This office reserves the right to require that the affidavit of compliance on the application for a Certificate of Occupancy be submitted and signed by the architect or engineer of record.
11. The building permit expires two years from the date of issuance. One six (6) month extension may be granted prior to be expiration date of the building permit (Renewal of all expired building permits requires a new application and fee.)

***\*\*Applicant Retain this page for reference purposes***

**Mandatory Inspections of Construction**  
**You MUST schedule inspections prior to concealing affected areas**

Other inspections will be made in some cases, but those listed below must be made or the Certificate of Occupancy may be withheld. Do not mistake an unscheduled inspection for one of those listed below.

Unless a card is left on the job indicating approval of one of these inspections, it has not been approved and it is therefore improper to continue beyond that point of work. Any disapproved work must be re-inspected after the correction.

**Call ahead for all inspections:**

1. **Erosion Control:** Silt fence and tree protection.
2. **Footing Forms:** When excavation is complete and forms are in place (before pouring) Rebar in place and hooked at all corners.
3. **Foundation:** Check for waterproofing, type of block, footing drains, insulation as needed.
4. **Plumbing: Under Slab:** Cast iron, copper, etc.
5. **Gravel Under Slab:** (Usually combined with (#3). Check for insulation as per Energy Code.
6. **Plumbing Rough In:** All work that will be covered (enclosed) must be installed at this time.
7. **HVAC Rough In:** All work that will be covered must be installed at this time.
8. **Framing:** Call when frame is complete including fire-stop, bridging, collar ties, etc. before it is covered from the inside with insulation.
9. **Insulation:**
10. **Plumbing Final:** This can be combined with final. All fixtures to be installed at this time.
11. **In Garage and where ever appropriate:** Fire rated sheetrock to be inspected before painting.
12. **Rough Grading:** All surface water should be directed away from the building to an approved outlet, street, lawn, inlet, drainage swale, etc. This can be combined with final.
13. **Final:** Complete application for certificate of Occupancy, produce certified plot plan or as-built survey including outlet for footing drains to positive outflow. Provide Fire Underwriters Certificate. Building must be essentially complete with all utilities working.

**If Demolition Permit – Please submit the following:**

The following items must be presented to the municipality before demolition can occur:

1. Asbestos abatement survey by a licensed practitioner.
2. Letters from utility companies that the gas, electric and water have been turned off.
3. Affidavit that the premise has been baited for rodents and vermin.
4. Approval from the Department of Environmental Management & Engineering for Sealing of Sewer line.