City Hall- Department of Buildings, Rm 210
Roosevelt Square
Mount Vernon, NY10550

CITY OF MOUNT VERNON

Tel: 914-665-2483
Fax: 914-665-2498
cmvny.com/buildings

AMENDMENT APPLICATION

Application No _____ Taken by _____ Date filed_____

PART A

To be completed by applicant. Print clearly.

1. Permit number:_____ *(Number of the permit to be amended as it appears on the permit card. An expired permit may* ***not*** *be amended)*

2. Type of amendment: *(check all applicable boxes)* ☐ Extension of Permit ☐ Change of Contractor ☐ Minor Change in the Scope of Work ☐ Other _____

3. Type of Permit to be Amended: *(check one box)* ☐ Building ☐ Equipment ☐ Demolition

4. Location of work:
*Address*_____
*Map page*_____ *Block*_____ *Lot(s)* _____ *Zone*_____

5. Proposed amendments: *(Submit specific information)*_____
_____
_____
_____
_____

6. Drawings to be superseded, replaced or added in the approved set of plans:
Page Nº of drawings to be superseded:_____
Page Nº of drawings to be replaced:_____
_____
Page Nº of drawings to be added:_____
_____

7. Additional estimated cost: _____ *(for amendment to building or equipment permit)*

8. Additional floor area of demolition: _____ *(for amendment to demolition permit only)*

Owner's name*:*_____ *tel.:*_____ *fax:*_____
*Address:*_____ *city/state/zip:*_____
Applicant's name*:*_____*tel.:*_____ *fax:*_____
*Address:*_____ *city/state/zip:*_____
Architect/Engineer*:*_____*Company name:*_____
*Address:*_____ *city/state/zip:*_____
*tel.:*_____*fax:*_____ *e-mail:*_____

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PART B- APPLICANT'S AFFIDAVIT

State of New York
County of Westchester

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

*Sworn to before me this*_____ _____
Signature of Applicant

Day of _____ *20*_____

_____
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.*

PART C-AFFIDAVIT OF ARCHITECT OR PROFESSIONAL ENGINEER

I, _____ *, hereby state that I personally prepared 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 Fire Prevention and Building Code, 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_____
Additional fee _____	Receipt no_____	Date_____
Legalization fee _____	Receipt no_____	Date_____

Approved by _____ Date _____
Commissioner/Deputy Commissioner

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Items to Submit for an Amendment Application

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

For more information and sample of completed application, check our web site at CMVNY.COM/BUILDINGS

1. Completed application form. The form must be typewritten or **neatly** printed in **capital** letters.
   Parts A and B must be completed by the applicant.
   Part C must be completed by the licensed design professional when applicable- see item **4** below.
2. Letter of authorization, signed by owner and notarized, naming applicant as owner's agent for the filing of this application; or,
   Legal proof that the applicant is a Principal Officer of the Corporation or an authorized agent.
   One of these documents is required **if the applicant is not the owner** of the property.
3. For Extension of permit or Change of Contractor: completed Contractor Information Form and Contractor's insurance certificates.
4. Three sets of Construction documents, 18×24 inches minimum and 30x40 inches maximum, prepared by the New York State licensed design professional of records - (**only** required for Minor Change in the Scope of Work which alters the **approved** Construction Documents).

   Once the amendment is approved, the registered design professional or designated agent shall staple the approved amended pages to the original approved set and cross out, date and mark **SUPERSEDED** the drawing pages that are rendered invalid by the amendment. **The amendment will not be effective until the pages are inserted into the original sets of approved plans**.

   Any changes from the approved plans, made during construction, shall be filed as an amendment and shall become an integral part of the approved plans. At completion of the work, the approved set of plans, bearing the as-built certification duly signed and sealed by the registered design professional, and including the approved amendments, shall become the final as-built plans required to close the permit and obtain a certificate of occupancy, a certificate of tenancy or a letter of completion.
5. Approved set of Construction Documents. The set will be returned to you after the approved amended pages are stapled in as described in item **4**.
6. Copy of permit card.
7. Fee: cash or check made payable to the City of Mount Vernon Department of Buildings.
   The amendment fee is $80.00, plus $6.00 for every $1,000.00 of additional cost for amendment to a Building or Equipment Permit.
   The amendment fee is $80.00 for every 1,000 square feet of additional floor area of demolition for amendment to a demolition permit.

Please note! The amendment must be signed approved before you can proceed with the amendment work.
Except for an amendment filed for a minor change in the scope of work of permit, you *will* receive a new permit card.

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You will incur a penalty of no less than $1,000.00 if you work without a valid permit card conspicuously posted at the job site.

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Instructions for Contractor Information Form

No Permit will be released until the Contractor Information Form, correctly completed by all interested parties, the Certificates of Insurance, requested below and labeled exactly as specified, and the Mount Vernon Home Improvement License-as applicable- are submitted to the Department of Buildings.

1. **For work to be performed by a General Contractor:**
   - One Contractor Information Form: Parts A, B, and C must be completed. Part B must be completed by the General Contractor. Part C must be completed either by the owner or the applicant who has been named as owner's agent for the filing of the permit application.

   - Contractor's Certificates of Insurance:
     1. Liability insurance certificate, naming the **City of Mount Vernon as additionally insured** and The **Department of Buildings** of the City of Mount Vernon **as certificate holder.**
        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. Workers Compensation certificate, naming The Department of Buildings of the City of Mount Vernon as certificate holder. Form **BP-1, SI-12, U-263, C-105.2** or **GSI-105.2.**

     3. Disability insurance certificate. Form **DB 120.1** or **DB 155**.

     4. If the contractor will **not** employ any help at any time to perform any of the work under the permit granted for this application, he/she may submit a waiver from the Worker's Compen- sation Board in lieu of Worker's Compensation and disability insurances. Form **WC/DB-100** or **WC/DB 101**.

     Note that for Demolition Permit, the certificates of liability and Worker's Compensation insurance shall specifically certify coverage for demolition work.

   - Mount Vernon Home Improvement License certificate for work to be performed on a four-family or less residential building.

2. **For work to be performed by the home owner of an owner-occupied four family or less residence:**
   - One completed Contractor Information form: Parts A and D must be completed by the **owner** of the property.
   - Copy of the Homeowner insurance certificate for the premises, naming the **City of Mount Vernon as additionally insured** and the **Department of Buildings** of the City of Mount Vernon **as certifi- cate holder**.

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