



BUILDING PERMIT APPLICATION

Application No _____ Taken by _____ Date filed _____

PART A

To be completed by applicant. Print clearly.

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 (check one box): Entire building Non-residential tenancy Dwelling unit(s)

5. Total floor area of work: _____ **Estimated cost:** _____

6. Proposed use: of area of work: _____ of building: _____

Existing use: of area of work: _____ of building: _____

7. Proposed construction type (Architect/engineer shall circle one): IA IB IIA IIB IIIA IIIB IV VA VB

Existing construction type (Architect/engineer shall circle one): IA IB IIA IIB IIIA IIIB IV VA VB

(Nº.7 does not need to be answered if a registered design professional is **not** required for this application. See **item 8** of List of Documents to submit with this application.)

8. Work proposed to remove violation(s) No Yes, violation(s) No _____

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:** _____

PART B- APPLICANT'S AFFIDAVIT

State of New York
County of Westchester} ss:

_____ being duly sworn, deposes and says: that _____
Name of Applicant-Printed-Footnotes 1 & 2 *Name of Owner-Printed-Footer 1*
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_____

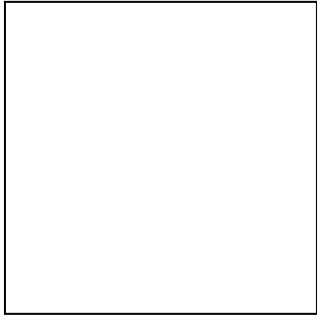
Signature of Applicant

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 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
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 _____
Zoning review fee _____	Receipt no _____	Date _____
Additional fee _____	Receipt no _____	Date _____
Legalization fee _____	Receipt no _____	Date _____
Impervious surface fee _____	Receipt no _____	Date _____
Municipal parking fee _____	Receipt no _____	Date _____

Board Approvals:
Zoning Cal. _____, date _____ Site Plan No. _____, date _____
Special Use Permit No. _____, date _____ ARB, date _____

Approved by _____ Date _____ Permit No. _____
Commissioner/ Deputy Commissioner

SAMPLE ONLY

Obtain filing application from
Bldg. Dept. - City Hall