

CHECKLIST

All Applications for alterations and review must submit the following:

- ___ Application to be filled in its entirety
- ___ Survey needed for fences, driveway, patios, repair retaining walls, steps repair
- ___ Written permission document **notarized by owner** with proof of ownership by submitting one of the following:
Homeowner's insurance, deed, copy of tax bill or water bill
- ___ Application is typed or can be retrieved from the Web
(**WWW.CMVNY.COM**(look under **E-Gov** for the forms))
- ___ All contractors insurance should be submitted with the application indicating their liability & workers compensation. Separate workers compensation policy) State Fund or C105.2 form
- ___ Liability insurance of the homeowner should be attached to all One man affidavits. (Maximum three additional workers).
- ___ If contractor is self-employed please submit C105.21 (form for exemption from workers compensation)
- ___ NOTE: Approved plans must be on site of inspection or otherwise violation will be written/plans will be revoked.
- ___ NOTE: Permits will be released when all appropriate documents are filed (if necessary) Plumbing, electrical elevator if necessary.

WORK CANNOT BEGIN UNTIL PERMIT IS GIVEN TO OWNER
AND POSTED IN WINDOW VISIBLE FROM THE STREET