



DEMOLITION PERMIT APPLICATION

Application No _____ Taken by _____ Date filed _____

PART A

To be completed by applicant. Print clearly.

1. **Type of work** (check one box): Entire Building Part of Building Interior Demolition
 Interior Demolition, Non-Structural Only Accessory Building Every structure on site

2. Location of work:

Address _____
Map page _____ Block _____ Lots _____ Zone _____

3. **Description of work:** _____

4. **Total floor area of demolition:** _____
(total floor area of each floor to be demolished for every structure to be demolished.)

5. **Work is 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 he/she (applicant) is duly authorized to make this application; and that the statements contained herein are true;

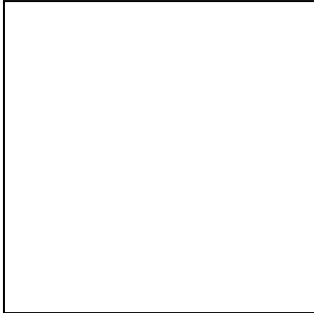
Sworn to before me this _____
Day of _____ 20 _____

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
Name of Architect/Engineer-Printed
or 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)

PART D-DEMOLITION SIGN-OFF

Each authorized agent shall print and sign his/her name.

Water Department _____
Print Sign

Department of Public Works-Sewers _____
Print Sign

Plumbing Superintendent _____
Print Sign

Fire Department-Tanks Removal _____
Print Sign

(For official use only)

Electrical service cut-off *date received:* _____ *by:* _____
Asbestos certification *date received:* _____ *by:* _____
Extermination certification *date received:* _____ *by:* _____

Application fee _____ Receipt no _____ Date _____
Additional fee _____ Receipt no _____ Date _____
Legalization fee _____ Receipt no _____ Date _____

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

Items to Submit with a Demolition Permit Application

Failure to submit ALL the documents 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- see item 6.
Part D shall be completed by the authorized agent of each listed agency to certify that the utilities and services have been cut-off and oil tanks have been removed as required by law.
2. Block and lot verification form issued by the Assessor's office, (Room 8, Ground Floor, City Hall).
3. 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.
4. Survey of property- not required for interior demolition.
5. One completed Contractor's Information Form and contractor's certificates of insurance.
6. Three sets of Construction documents, 18"x24"minimum and 30"x40"maximum, prepared by a New York State licensed architect or engineer. The construction documents **shall include** a site plan or plot plan and a key plan, as applicable, and specifications and details for the protection of the demolition site and of the adjacent streets, buildings and properties.
7. Proof of electricity and gas cut-off from Con Edison.
8. Proof of vermin extermination.
9. Manifest of asbestos removal or certification of not-an-asbestos project from a certified asbestos inspection company.
10. Fee: cash or check made payable to the City of Mount Vernon Department of Buildings.
The Demolition Permit fee is based on the total floor area of demolition: \$80.00 per 1,000square feet.
The legalization fee is \$1,000.00.

And remember! Filing an application does not mean that you have a permit and that you can start work.

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

Additional Information

- a- Plumbing and electrical demolition permits** must be filed **separately** by a licensed plumber and electrician.
- b- You must contact the Building Inspector** listed on your permit to establish a schedule of inspections **before** commencing work. Inspection request and report forms will be attached to your permit.
- c- You must apply for a letter of completion** at completion of work to close the permit. 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.

