

Use the correct type of application to avoid delay in the processing of your permit application:

Building Permit: for all types of work except as listed below.

Demolition Permit: for all types of building and structure demolition.

Equipment Permit: for mechanical equipment, tanks, fire detection system, fire suppression system, etc...

Reapportionment & Subdivision: to alter existing lots or create new ones.

Amendment: change of contractor, extension of time, and minor change in the scope of work

Items to Submit for a Building Permit 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 shall be completed by the applicant. Part C shall be completed by the New York State licensed design professional, see item **8** for applicability.
2. Block and lot verification form issued by the Assessor's office (Room 8, Ground Floor, City Hall).
3. Proof of ownership: copy of homeowner's insurance certificate or deed. Proof of ownership is not required if the owner's name listed on the Block and lot verification form is the current owner's name.
4. Owner's affidavit naming applicant as owner's agent; or legal proof that the applicant is a principal officer of the corporation if the owner is a corporation. Samples of affidavits are available at the Buildings Department or on our web site. One of these documents is required **if the applicant is not the owner** of the property.
5. Topographical survey of property, with location of trees, utilities and all site improvements. A survey is not required for an application filed for interior repairs, window replacement and re-roofing.
6. Pictures of the facades of the existing building for exterior work such as roofing, stucco, siding, etc... Note that Architectural Review Board approval is required for new buildings, additions and change of exterior finishes.
7. One completed Contractor Information Form and contractor's insurance certificates. These documents may be submitted at a later date, prior to Building Permit issuance, when the project requires review of Construction Documents prepared by a registered design professional.
8. Three sets of construction documents, prepared by a registered design professional licensed in New York State. **See requirements on the back of this form.** Construction documents are not required for an application filed for replacement, accessory structures 65 square feet or less, fences (other than masonry walls), roofing, exterior walls and driveway resurfacing, above-ground swimming pool, retaining wall 18 inches high or less, ground steps, walkways and patios on grade.
9. For projects that do not require construction documents, the contractor shall submit detailed specifications of the work. The specifications shall be typewritten on the contractor's letterhead and shall be signed by the contractor and notarized, or you may use the specifications form formatted by the Department of Buildings, available in office upon request or on the Department's web site.
10. Fee: cash or check made payable to the City of Mount Vernon Department of Buildings.
The Building Permit fee is based on the cost of the work: \$80.00, plus \$6.00 per \$1,000.00 of estimated cost.
The legalization fee is \$1,500.00 per dwelling unit to be legalized, and \$1,000.00 for all other types of legalization.

And remember! Filing an application does not mean that you have a permit. 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 permits shall be filed **separately** by licensed professionals **after** the permit is issued.

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- Your permit will list which certificate you must apply for at completion of work. 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.

SAMPLE ONLY

Obtain filing application from
Bldg. Dept. - City Hall