



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.)

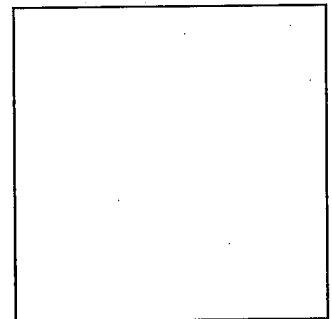
5. Work is proposed to remove violation(s): No Yes, violation(s) No _____

The APPLICANT is the PERSON who will sign the applicant's affidavit. The applicant may be the owner or a duly authorized agent. If the owner is a corporation, the name of the corporation IS the name of the owner.

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-AFFIDAVIT OF ARCHITECT OR PROFESSIONAL ENGINEER

I, _____, hereby state that I personally prepared
Name of Architect/Engineer-Printed
and/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 Code and Energy Code, 2010 edition, the Mount Vernon Zoning Code,
and all other applicable laws and regulations.



Signature of Architect/ Engineer

Date

Seal (Seal must be legible)

PART C- APPLICANT'S AFFIDAVIT

State of New York
County of Westchester

_____ being duly sworn, deposes and says: that _____
Print Name of Applicant -Footnotes 1 & 2. *Print Name of Owner- Footnotes 1 & 3*
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- Footnotes 1 & 2

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.
- 3. If the owner is a corporation, the name of the corporation shall then be listed on the application as the owner.

PART D-DEMOLITION SIGN-OFF
Each authorized agent shall print and sign his/her name.

Water Department _____
Print Sign Date

Department of Public Works _____
(Street opening) Print Sign Date

Plumbing Superintendent _____
(Sewers) Print Sign Date

Fire Department _____
(Tank Removal) Print Sign Date

(For official use only)

Electrical service cut-off dated: _____ from: _____

Asbestos certification dated: _____ from: _____

Extermination certification dated: _____ from: _____

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

1. Completed application form. The form must be typewritten or **neatly** printed in **capital** letters.
Parts A and C must be completed by the applicant. Part B 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. 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. Survey of property- not required for interior demolition.
4. One completed Contractor's Information Form and contractor's certificates of insurance.
5. 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 adjacent streets, buildings and properties- **only** required for partial and/or structural demolition.
6. When no construction documents are required, submit signed and notarized specifications of the work on contractor's letter head. The specifications must also include specifications for the protection of the site, street and adjacent properties, removal of foundations (for full demolition) and removal of debris. A temporary gated fence, 8 feet high, must be installed around the premises for entire structure demolition.
7. Proof of electricity and gas cut-off from Con Edison.
8. Proof of vermin extermination- traps to be installed prior to filing this application and removed just before work starts.
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 \$100.00 filing fee, plus \$90.00 per 1,000square feet of structure area to be demolished. The fee for the letter of completion, \$90.00, shall be paid prior to the release of the permit.

Filing an application does not mean that you can start work. You will incur a legalization of no less than \$1,000.00 if you start work without the permit card conspicuously posted at the work site.

Additional Information

- a- Minor demolition, to create a door or window opening for example, or is part of the work applied for under a building permit application, does not need to be filed under a separate demolition permit application.
- b- **Plumbing and electrical demolition permits** must be filed **separately** by a licensed plumber and electrician.
- c- **You must contact the Building Inspector** listed on your permit to establish a schedule of inspections **before** commencing work. Inspection report form and letter of completion request will be attached to your permit.
- d- **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.



CITY OF MOUNT VERNON DEPARTMENT OF BUILDINGS

FORM A-1

**LETTER OF AUTHORIZATION
NAMING APPLICANT AS OWNER'S AGENT**

State of New York
County of Westchester) ss:

Print full name of Property owner as listed on the deed when it is an individual
OR,
Print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual.

being duly sworn, deposes and says that _____
Print name of Property owner as listed on the deed

Is the owner in fee of the premises located at:

Address of Premises: _____

Map page, Block, Lot numbers: _____

And, that the person named below:

Name of Applicant/agent: _____

Address of Applicant/agent: _____

Phone Number of Applicant/Agent: _____

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified in this (these) application(s) at the premises listed above.

- Building Permit Application
- Equipment Permit Application
- Demolition Permit Application
- Plumbing Permit Application for work to be performed by _____
Print name of licensed plumber and his plumbing company

list any other building department application as applicable

Property owner signature

Sworn to me this _____ day of _____ 20____

Notary/Commissioner of Deeds' signature



CONTRACTOR INFORMATION FORM

See instructions. Print clearly.

Application No _____ Taken by _____ Date filed _____ Permit N° _____

PART A- GENERAL INFORMATION

The **APPLICANT** is the **PERSON** who will sign the applicant's affidavit. The applicant may be the owner or a duly authorized agent. If the owner is a corporation, the name of the corporation IS the name of the owner.

1. Location of work: _____

Map page _____ Block _____ Lots _____ Zone _____

2. Applicant's name: _____ tel.: _____ fax: _____

Address: _____ city/state/zip: _____

3. Construction company name: _____

Permit holder's name: _____ Title: _____

Business phone: _____ fax: _____ Cell phone: _____

Address: _____ city/state/zip: _____

PART B- CONTRACTOR'S AFFIDAVIT

State of New York
County of Westchester} ss.:

_____ being duly sworn, deposes and says: that he/she is the
Name of permit holder -Printed
Permit Holder, duly authorized by the owner of the property, to perform the work proposed under this permit; and,

That the work will be performed in accordance with the New York State Uniform Fire Prevention and Building Code, the City of Mount Vernon Building and Zoning Codes, and all other applicable law, codes and regulations whether or not shown on the permit, the construction documents and/or specifications; and that he assumes responsibility for all acts and work performed by Sub-Contractors, Laborers and Material men in connection with the work performed.

The undersigned further states that he/she will obtain any permit or approval required from other City, County, State and/or Federal agency, as may be required for the completion of the work to be performed under this permit; and

The undersigned also states that he/she will adhere to, and comply with, all construction and demolition safeguards and regulations enforced by the City, County, State and/or Federal government whether or not specifically listed in the permit or the construction documents.

Sworn to before me this _____
Day of _____ 20 _____

Signature of Permit Holder

Signature of Notary-Commissioner of Deeds

PART C-APPLICANT'S AUTHORIZATION

State of New York
County of Westchester} ss.:

_____, hereby states that _____
Name of Applicant- Printed-Footnotes I & 2. *Name of Owner- Printed-Footnote 1.*
is the owner of the property, and that he/she authorizes the contractor named in this document to perform the work proposed under this application.

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 of the Corporation or a duly authorized agent.
3. The applicant shall be the applicant who applied for the permit to which this form applies.

PART D- AFFIDAVIT OF OWNER PERFORMING THE WORK

FOR WORK TO BE PERFORMED ON A RESIDENCE WITH 4 OR LESS DWELLING UNITS BY THE OWNER WHO RESIDES AT SAID RESIDENCE

State of New York
County of Westchester} ss.:

_____, being duly sworn, deposes and says: that he/she is the owner
(Owner's name- Printed)
of the property to which this application applies, that he/she resides at the premises, and that he/she is not required to show specific proof of Worker's Compensation insurance coverage because he/she will be performing all the work proposed in the subject application, and will not hire, pay or compensate in any way the individuals that may help perform the work;

The undersigned also agrees to acquire appropriate insurance coverage as required for any contractor performing work in the City of Mount Vernon, N.Y., if he/she decides to hire or pay individuals to perform the work;

The undersigned further states that he/she assumes responsibility for all acts and work performed by him or any individuals helping to perform the work, and that the City of Mount Vernon is hereby free and clear of any and all claims incident to contracting work done by him/her and any individuals helping to perform the work.

Sworn to before me this _____
Day of _____ 20 _____

Signature of Owner

Signature of Notary/Commissioner of Deeds

CONTRACTOR INFORMATION FORM INSTRUCTIONS

The following documents and fees must be submitted before the permit can be released to the permit holder or his representative:

- a. Completed Contractor's Information Form, signed and notarized by each interested party;
- b. Certificates of insurance, labeled as specified below;
- c. Copy of Westchester County Home Improvement license, for work on residence buildings with 4 or less dwelling units.
- d. Permit fee and all associated fees must be paid.
- e. Fee for letter of completion, certificate of occupancy or tenancy, as applicable, must be paid.

Note that it is the responsibility of the permit holder –“the Contractor”- to retrieve the permit and (1) post it conspicuously at the work site, (2) have the approved plans available at the work site, (3) request and pass the required inspections and have the inspection report signed off by the appropriate inspectors, (4) return the signed inspection report with the request for a the letter of completion, or the application for a certificate of occupancy or certificate of tenancy, as applicable, at the completion of work.

IF WORK IS TO BE PERFORMED BY A CONTRACTING COMPANY OR CONTRACTOR

NOTE: The Permit Holder is the general contractor.

a. **Completed Contractor Information Form:**

Part A and B must be completed for work to be performed by the permit holder;
Part C must be completed by the property owner.

b. **Certificates of Insurance:**

The “Department of Buildings of the City of Mount Vernon, Roosevelt Square, Mount Vernon, NY 10550” shall be named **certificate holder** on each certificate.

1. Liability insurance certificate, naming the **City of Mount Vernon as additional insured**, and listing the location of the work.
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. Worker's Compensation insurance certificate: form BP-1, SI-12, U-263, C-105.2 or GSI-105.2.
Note that for demolition, the certificates of liability and Worker's Compensation insurance shall specifically certify coverage for demolition work.
And,
Disability insurance certificate: form DB 120.1 or DB 155, or
3. **If the work is only performed by the owner(s) of the contracting company**, a waiver from the Worker's Compensation Board, form CE-200, may be submitted in lieu of Worker's Compensation and disability insurance certificates.

IF WORK IS TO BE PERFORMED ON A RESIDENCE WITH 4 OR LESS DWELLING UNITS BY THE OWNER WHO RESIDES AT SAID RESIDENCE:

NOTE: The Permit Holder is the Homeowner.

- a. **Completed Contractor's Information Form:** Part A, B, and D must be completed for work to be performed by the owner/permit holder;
- b. **Certificate of Homeowner Insurance**, listing the Department of Buildings as certificate holder. The certificate shall specifically list “for work at the premises” and the names of any individual who may help with the work.
- c. Proof that the owner resides at the premises.