

CITY OF MOUNT VERNON



AMENDMENT APPLICATION

Application No _____ Taken by _____ Date filed _____

PART A

To be completed by applicant. Print clearly.

1. **Permit number:** _____ (Number of the permit to be amended as it appears on the permit card. An expired permit may **not** be amended)

2. **Type of amendment:** (check all applicable boxes) Extension of Permit Change of Contractor
 Minor Change in the Scope of Work Other _____

3. **Type of Permit to be Amended:** (check one box) Building Equipment Demolition

4. **Location of work:**

Address _____
Map page _____ Block _____ Lot(s) _____ Zone _____

5. **Proposed amendments:** (Submit specific information) _____

6. **Drawings to be superseded, replaced or added in the approved set of plans:**

Page N° of drawings to be superseded: _____
Page N° of drawings to be replaced: _____
Page N° of drawings to be added: _____

7. **Additional estimated cost:** _____ (for amendment to building or equipment permit)

8. **Additional floor area of demolition:** _____ (for amendment to demolition permit only)

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- 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 _____

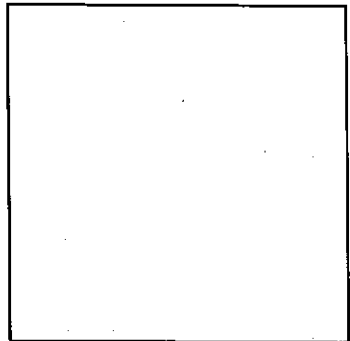
Signature of Applicant- Footnotes 1 & 2

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 C-AFFIDAVIT OF ARCHITECT OR PROFESSIONAL ENGINEER

I, _____, hereby state that I personally prepared 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 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)*

(For official use only)

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

Approved by _____ Date _____
Commissioner/Deputy Commissioner

Items to Submit for an Amendment 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 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 when applicable- see item 4 below.
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. For Extension of Permit or Change of Contractor: completed Contractor Information Form and Contractor's insurance certificates.
4. Three sets of Construction Documents, 18x24 inches minimum and 30x40 inches maximum, prepared by the New York State licensed design professional of records – (**only** required for Minor Change in the Scope of Work which alters the **approved** Construction Documents).

Once the amendment is approved, the registered design professional or designated agent shall staple the approved amended pages to the original approved set and cross out, date and mark **SUPERSEDED** the drawing pages that are rendered invalid by the amendment. **The amendment will not be effective until the pages are inserted into the original sets of approved plans.**

Any changes from the approved plans, made during construction, shall be filed as an amendment and shall become an integral part of the approved plans. At completion of the work, the approved set of plans, including the approved amendments, shall become the final as-built plans required to close the permit and obtain a certificate of occupancy, a certificate of tenancy or a letter of completion.

5. Approved set of Construction Documents. The set will be returned to you after the approved amended pages are stapled in as described in item 4.
6. Copy of permit card.
7. Fee: cash or check made payable to the City of Mount Vernon Department of Buildings.
The amendment fee is \$100.00, plus
\$6.00 for every \$1,000.00 of additional cost for existing one- and two-family dwellings
\$10.00 for every \$1,000.00 of additional cost for all other uses.

The amendment must be signed approved before you can proceed with the amendment work. Except for an amendment filed for a minor change in the scope of work of permit, you *will* receive a new permit card. The permit card must be conspicuously posted and the approved amended set of plans available at the job site.



CONTRACTOR INFORMATION FORM

See instructions. Print clearly.

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

PART A- GENERAL INFORMATION

1. Location of work: _____
Map page _____ Block _____ Lots _____ Zone _____

2. Applicant's name: _____ tel.: _____ fax: _____
Address: _____ city/state/zip: _____

3. Construction company name: _____
Contractor'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 contractor -Printed
Contractor, duly authorized by the owner of the property, to perform the work proposed under the subject
application, and that: (check applicable boxes)

- He/she has the required liability, New York State Worker's compensation and disability insurances.
- The provisions of the Worker's Compensation Law do not apply to him/her in that:
 - all work to be performed under this application will be performed by him and that no laborer is or will be at any time employed by him/her at the subject location in the City of Mount Vernon,
 - all work shall be sub-contracted to sub-contractors who carry the required Worker's Compensation and disability insurances,
 And that he/she will submit a Worker's Compensation waiver form signed and stamped by the NYS Worker's Compensation Board.
- He/she is duly licensed under Mount Vernon Home Improvement License No. _____

The undersigned further states 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 plans and the specifications in the subject application, and that he assumes responsibility for all acts and work performed by Sub-Contractors, Laborers and Material men in connection with the work performed.

Sworn to before me this _____
Day of _____ 20 _____

Signature of Contractor

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 1 & 2. Name of Owner- Printed-Footer 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 on a 1-, 2-, 3- or 4-family owner-occupied residence to be performed by the owner himself.

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 also states that the work will be performed in accordance with the New York State
Uniform Fire Prevention and Building Code, the Mount Vernon Building and Zoning Codes, and all other
applicable laws, codes and regulations, whether or not shown on plans and specifications in the subject
application;

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