

BUILDING/EQUIPMENT PERMIT APPLICATION CHECKLIST

THE FOLLOWING DOCUMENTATION MUST BE CHECKED AND/OR SUBMITTED WITH A BUILDING PERMIT APPLICATION

- Copy of the violation(s) if the work is to correct a violation(s)
- Copy of the property survey needed for fences, driveway, patios, repair retaining walls, steps repair
- 3 Sets of Architectural Plans/Construction Documents for any structural changes on property
 1. Construction documents shall be required for any application with construction cost of **\$20,000 and above**
 2. The application along with the construction documents shall be **wet sealed and signed by a NYS Licensed design professional**
- Copy of Home Improvement License for residential properties 1–4 families
- Certificate of Liability Insurance
Listing the City of Mount Vernon, the 2nd insured and the Department of Buildings of the City of Mount Vernon as a certificate holder
- Certificate of Worker’s Compensation
Listing the Department of Buildings of the City of Mount Vernon, as certificate holder
Forms # BP-1, SI-12, U-263, C-105.2 or GSI-105.2
- Certificate of Disability
Listing the Department of Buildings of the City of Mount Vernon, as certificate holder
Forms # DB 120.1 OR DB 155

*******NOTE*******

1. Ensure that all parts of the application are signed and notarized accordingly
2. The applicant must be the same throughout the **entire** application
3. Must have a notarized letter of authorization if the applicant is anyone other than the property owner
4. Verify the property type in Municipality, if the property code is not 210 or 220 the estimated cost is automatically the higher rate per thousand dollars in estimated cost (see Fee Schedule)
5. The top of the application must be filled out by the application intake person or the application is incomplete
6. This check list should be attached to the application with all applicable checked off