

# VILLAGE OF WALDEN

## Building Department

PERMIT FEE: \_\_\_\_\_

### APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

**IMPORTANT - Applicant to complete all items in sections: I, II, III, IV, AND IX.****I. LOCATION OF BUILDING**

AT (LOCATION) <input checked="" type="checkbox"/> (NO.) _____ (STREET) _____	ZONING DISTRICT _____
BETWEEN _____ (CROSS STREET) _____ AND _____ (CROSS STREET) _____	
SUBDIVISION _____ BLOCK _____ LOT _____	LOT SIZE _____

**II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D****A. TYPE OF IMPROVEMENT**

- 1 ☐ New building  
2 ☐ Addition (If residential, enter number of new housing units added, if any, in Part D, 13)  
3 ☐ Alteration (See 2 above)  
4 ☐ Repair, replacement  
5 ☐ Wrecking (If multifamily residential, enter number of units in building in Part D, 13)  
6 ☐ Moving (relocation)  
7 ☐ Foundation only

**D. PROPOSED USE - For "Wrecking" most recent use****Residential**

- 12 ☐ One family  
13 ☐ Two or more family - Enter number of units ----->  
14 ☐ Transient hotel, motel, or dormitory  
Enter number of units ----->  
15 ☐ Garage  
16 ☐ Carport  
17 ☒ Other - Specify \_\_\_\_\_

**Nonresidential**

- 18 ☐ Amusement, recreational  
19 ☐ Church, other religious  
20 ☐ Industrial  
21 ☐ Service station, repair garage  
22 ☐ Parking Garage  
23 ☐ Hospital, institutional  
24 ☐ Office, bank, professional  
25 ☐ Public utility  
26 ☐ School, library, other educational  
27 ☐ Stores, mercantile  
28 ☐ Tanks, towers  
29 ☐ Other - Specify \_\_\_\_\_

**B. OWNERSHIP**

- 8 ☐ Private (individual, corporation, nonprofit institution, etc.)  
9 ☐ Public (Federal, State, or local government)

**C. COST**

10. Cost of Improvement.....\$ \_\_\_\_\_  
*To be installed but not included in the above cost*  
a. Electrical.....\$ \_\_\_\_\_  
b. Plumbing.....\$ \_\_\_\_\_  
c. Heating, air conditioning.....\$ \_\_\_\_\_  
d. Other (elevator, etc.).....\$ \_\_\_\_\_  
11. TOTAL COST OF IMPROVEMENT \$ \_\_\_\_\_

(Omit cents)

Nonresidential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

**III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E - L; for wrecking, complete only Part J, for all others skip to IV.****E. PRINCIPAL TYPE OF FRAME**

- 30 ☐ Masonry (wall bearing)  
31 ☐ Wood frame  
32 ☐ Structural steel  
33 ☐ Reinforced concrete  
34 ☐ Other - Specify \_\_\_\_\_

**G. TYPE OF SEWAGE DISPOSAL**

- 40 ☐ Public or private company  
41 ☐ Private (septic tank, etc.)

**H. TYPE OF WATER SUPPLY**

- 42 ☐ Public or private company  
43 ☐ Private (well, cistern)

**F. PRINCIPAL TYPE OF HEATING FUEL**

- 35 ☐ Gas  
36 ☐ Oil  
37 ☐ Electricity  
38 ☐ Coal  
39 ☐ Other - Specify \_\_\_\_\_

**I. TYPE OF MECHANICAL**

Will there be central air conditioning?

- 44 ☐ Yes 45 ☐ No

Will there be an elevator?

- 46 ☐ Yes 47 ☐ No

**J. DIMENSIONS**

48. Number of stories.....  
49. Total square feet of floor area, all floors, based on exterior dimensions.....  
50. Total land area, sq. ft.....

**K. NUMBER OF OFF-STREET PARKING SPACES**

51. Enclosed.....  
52. Outdoors.....

**L. RESIDENTIAL BUILDINGS ONLY**

53. Number of bedrooms.....  
54. Number of bathrooms { Full.....  
Partial.....

PERMIT NO. \_\_\_\_\_

NO. \_\_\_\_\_

STREET \_\_\_\_\_

## This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is a small mark at the top left corner, possibly a staple or a piece of tape. The paper appears to be from a notebook or a standard sheet of stationery.

**IV. SITE OR PLOT PLAN – To Be Attached On Seperate Sheet In Duplicate****V. ALL ITEMS TO BE DONE ON THIS PERMIT**

☐ N

X

**VI. IDENTIFICATION – To be completed by all applicants**

	Name	Mailing Address - Number, Street, City, and State	Zip code	Tel. No.
1. Owner or Lessee				
2. Contractor			Builders License No.	
3. Architect or Engineer				
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.				
Signature of applicant		Address		Application date

# DO NOT WRITE BELOW THIS LINE

## VII. PLAN REVIEW RECORD -- For office use

Plans Review Required	Check	Plan Review Fee	Date Plans Started	By	Date Plans Approved	By	Notes
BUILDING		\$					
PLUMBING		\$					
MECHANICAL		\$					
ELECTRICAL		\$					
OTHER _____		\$					

## VIII. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS

Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
BOILER					PLUMBING				
CURB OR SIDEWALK CUT					ROOFING				
ELEVATOR					SEWER				
ELECTRICAL					SIGN OR BILLBOARD				
FURNACE					STREET GRADES				
GRADING					USE OF PUBLIC AREAS				
OIL BURNER					WRECKING				
OTHER _____					OTHER _____				

## IX. VALIDATION

Building Permit number \_\_\_\_\_  
 Building Permit issued \_\_\_\_\_ 20\_\_\_\_  
 Building Permit Fee \$ \_\_\_\_\_  
 Certificate of Occupancy \$ \_\_\_\_\_  
 Drain Tile \$ \_\_\_\_\_  
 Plan Review Fee \$ \_\_\_\_\_

Approved by: \_\_\_\_\_

### FOR DEPARTMENT USE ONLY

Use Group \_\_\_\_\_  
 Fire Grading \_\_\_\_\_  
 Live Loading \_\_\_\_\_  
 Occupancy Load \_\_\_\_\_

TITLE \_\_\_\_\_

## X. ZONING PLAN EXAMINERS NOTES

DISTRICT \_\_\_\_\_

USE \_\_\_\_\_

FRONT YARD \_\_\_\_\_

SIDE YARD \_\_\_\_\_

SIDE YARD \_\_\_\_\_

REAR YARD \_\_\_\_\_

NOTES \_\_\_\_\_

**VILLAGE OF WALDEN**  
**BUILDING PERMIT APPLICATION INSTRUCTIONS**

1. ALL SECTIONS OF THE BUILDING PERMIT APPLICATION THAT PERTAINS TO YOUR PROJECT MUST BE COMPLETED INCLUDING OWNERS NAME, CONTRACTORS NAME, STREET ADDRESS PHONE NUMBER AND COST. THE PERMIT MUST ALSO BE SIGNED AND DATED.
2. ALL INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT WITH A REQUEST FOR ANY ADDITIONAL INFORMATION NEEDED.
3. ALL CONSTRUCTION MUST BE COMPLETED ACCORDING TO THE SPECIFICATIONS SUBMITTED WITH THE APPLICATION.

**\*\*\* NO EXCEPTIONS \*\*\*** PROCESSING BUILDING PERMITS TAKE A MINIMUM OF **SEVEN** BUSINESS DAYS FROM THE TIME ALL REQUIRED INFORMATION IS RECEIVED. ALSO **DO NOT** EXPECT TO GET A BUILDING PERMIT THE SAME DAY OR THE NEXT BUSINESS DAY YOU APPLY FOR SUCH PERMIT.

**FENCES:** ALL PROPOSED FENCES ARE TO BE LAYED OUT ON A **SURVEY MAP** TO SCALE SHOWING LOCATION AND HEIGHT OF ALL PROPOSED FENCING.

**DECKS:** ALL PROPOSED DECKS ARE TO BE SUBMITTED WITH A DRAWING TO SCALE, MATERIAL LIST AND SPECIFICATIONS AS TO THE CONSTRUCTION OF THE DECK.

**POOLS:** ALL PROPOSED ABOVE GROUND AND IN GROUND POOLS ARE TO BE SUBMITTED ON A **SURVEY MAP** SHOWING THE PLACEMENT OF THE POOL AND THE POOL MUST MEET ZONING SETBACKS. ALL ELECTRIC INSTALLED FOR POOLS MUST HAVE PASSED AN ELECTRICAL INSPECTION BEFORE A FINAL INSPECTION CAN BE SCHEDULED BY THIS OFFICE.

**ELECTRIC:** ALL ELECTRICAL PROJECTS MUST BE INSPECTED BY A N.Y.S. BOARD CERTIFIED ELECTRICAL INSPECTOR APPROVED BY NYSEG.

**CONTRACTORS:** FOR ALL CONSTRUCTION TO BE PERFORMED BY A CONTRACTOR, A CERTIFICATE OF GENERAL LIABILITY INSURANCE AND WORKERS COMPENSATION INSURANCE (**C105.2**) SHALL BE PROVIDED TO THIS OFFICE BEFORE THE PERMIT CAN BE PROCESSED. **CERTIFICATE HOLDER: VILLAGE OF WALDEN ONE MUNICIPAL SQUARE, WALDEN, NY 12586. G/L must be X -ADD'L INSURED AND VILLAGE NAMED AS ADDITIONALLY INSURED.**

**HOME OWNERS:** FOR ALL CONSTRUCTION PERFORMED BY THE HOME OWNER, A COPY OF THE HOME OWNERS INSURANCE MUST BE PROVIDED ALONG WITH FORM BP-1(3/99) BEFORE THE PERMIT CAN BE PROCESSED. TO OBTAIN FORM BP-1 (3/99), PLEASE ASK THE BUILDING DEPARTMENT. THIS FORM MUST BE NOTARIZED AND RETURNED TO THE BUILDING DEPARTMENT BEFORE THE PERMIT CAN BE PROCESSED.

**NOTE: FAXED COPIES/OR EMAIL OF INSURANCE CERTIFICATES AND POLICIES WILL BE ACCEPTED. TEL# 845-778-2177 EXT# 1505 FAX# 845-778-2108 EMAIL:BUILDINGINSPECTOR@VILLAGEOFWALDEN.ORG**

**\*\*\*DIG SAFELY: IF YOU EXCAVATE ANYWHERE IN NEW YORK STATE (800-962-7962)**

- **CALL BEFORE YOU DIG**
- **WAIT THE REQUIRED TIME**
- **CONFIRM UTILITY RESPONSE**
- **RESPECT THE MARKS**
- **DIG WITH CARE**
- **WWW.DIGSAFELYNEWYORK.COM**

**IMPORTANT AS OF JUNE 1, 2009**

ONCE YOUR PERMIT IS PROCESSED YOU MUST COME TO THE VILLAGE OFFICE AND SIGN FOR THE PERMIT. IF YOU RECEIVE A **STOP WORK ORDER** OR IF YOU START YOUR PROJECT **PRIOR TO SIGNING** FOR YOUR PERMIT YOU WILL BE **CHARGED 3 TIMES** THE COST OF THE PERMIT.