

Marisol Torrens
Code Enforcement Officer

VILLAGE OF LIBERTY
BUILDING DEPARTMENT



167 N. MAIN ST
LIBERTY, NY 12754
845-292-2250 ext.117
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Operating Permit Application

AN INSPECTION MUST BE PREFORMED EVERY 3 YEARS.

Name of Business: _____ SBL: _____
Physical address: _____

Type of Business:

Restaurant/Cafe Grocery store Clothing/Shoes Toys Office Antiques
Bookstore Garage/Repair Shop Bank Gas Station Manufacturing Processing
Dist. Warehouse

If other Please explain: _____

Days of Operation:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Hours of Operation: _____ - _____

Business Operators Name: _____
Business Operators Phone: _____
Email address: _____
Business Owner/ Operators Mailing Address: _____
City: _____ State: _____ Zip: _____
Property Owner Name: _____
Property Owner Phone#: _____

Do you plan to install a new or replacement sign this season? NO YES

Do you plan to alter the front exterior this season? NO YES

If yes, please explain: _____

****Please attach the fee along with this application. We have the right to refuse incomplete applications****

Commercial - \$125.00 under 2,000 square feet/\$200.00 over 2,000 square feet

Mixed Use - \$125.00 under 2,000 square feet/\$175.00 over 2,000 square feet

Note: Hotels, Motels, Camps and Apartments are charged by number of rooms/units

Important Codes Village of Liberty Residents need to be aware of:

1. Recycling is mandatory for all properties and will be enforced.
2. Owners must provide recycling containers for tenants.
3. Owners must provide garbage and recycling pick up for tenants.
4. If you use a dumpster recycling is still required, call your hauler to find out how.
5. Cans are only allowed to be placed at curbside the night before scheduled pickup.
6. Cans are required to be removed from curbside the night of pickup.
7. If there is garbage on the ground curbside you are responsible to clean it up.
8. Cans cannot be stored at the front of the residence and must be kept to the side or rear.
9. Accumulating piles of trash, garbage, cardboard is prohibited.
10. Dumpsters require a concrete pad and four-sided enclosure with a chain link door.
11. Trash bags are not permitted curbside unless placed inside a can with a lid.
12. Trash bags cannot be stored anywhere outside unless in a can with a lid.
13. Bulk items will only be picked up if you call the hauler and arrange in advance.
14. Bulk items cannot be placed at curbside until 48 hours prior to scheduled pickup.
15. The burning of any garbage, refuse or paper products is prohibited.
16. Grass must be cut less than 6" from April 1, to November 1, from road edge inward.
17. If you have a side walk in front of your property you must keep it swept and clean.
18. A free permit is required for any type of yard/porch/garage sale.
19. A maximum of three-yard sales per property, per year is permitted.
20. Placing yard sale signs on utility poles are permitted.
21. Yard Sale signs can only be placed at the property where the sale will be.
22. If you haul trash, rubbish, garbage in the Village of Liberty it must be secured.
23. Outside Furnaces are prohibited in residential areas and have a use date limitation.
24. Rental temperatures must be maintained at a 68 *from September 15th to May 31st.
25. Broken Windows missing siding or shingles must be repaired promptly.
26. Chipped and flaking exterior paint must be scraped and painted.
27. Exposed exterior wood must be protected by paint, stain, or water proofing.
28. 911 reflective address signs must be installed on all properties.
29. Fire hydrants must be kept clear of snow high, weeds, and trash.
30. Private hydrants and sprinkler systems must be tested yearly.
31. Private hydrants must be kept yellow in color.
32. All fences must be maintained free of rust, flaking paint, or damaged areas.
33. Four feet is the maximum front yard fence height in most zones.
34. When installing a new fence, the finish side must be facing the adjoining property.
35. Dead trees and branches close to the public right of way must be removed.
36. The emptying of swimming pools onto neighboring properties is prohibited.
37. Swimming pools are prohibited in front and side yards in all zones.
38. Storage containers, truck bodies, etc. Are permitted B-1 and I-1 zones only.
39. Conversion of seasonal dwellings to year-round requires planning board approval.
40. Conversion of bungalow colonies to year-round requires planning board approval.
41. A building permit is required when replacing or expanding an existing deck.
42. A building permit is required for an outside furnace, woodstove, or pellet stove.