

Village of Ravena  
Building Department  
15 Mountain Rd.  
Ravena, NY 12143  
Phone: (518) 756-8201  
Fax: (518) 756-8356  
buildingdept@villageofravena.com



Joseph J. Burns                      Sante DeBacco  
Building/Fire Inspector          Asst. Building/Fire Inspector

## Mobile Home Installation Permit Application Information

**NOTE: Job is not to be started until permit is picked up and paid for.**

1. **Application:** must be completely filled out on the computer or in ink. All applicants must submit a copy of the deed to the parcel.
2. **Plot Plans:** Plot Plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas and a detailed description of layout of property must be drawn on the included diagram. (See page 5)
3. **Building Plans:** submit two (2) sets of plans showing proposed construction, along with two (2) complete sets of specifications. Plans and specs shall describe the nature of the work to be performed, the material and equipment being used and installed, and details of the structural, mechanical, electrical, plumbing and heating installations.
4. **Electrical:** A permit and certificate of approval must be obtained from a third party electrical inspection agency for all electrical work. The permit must be obtained before starting any electrical work.
5. **Costs:** Costs for the work described in the Application for Building Permit include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of land. If the final cost shall exceed the estimated cost, an additional fee may be required.
6. **Changes:** Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans.
7. **Insurance Requirements:** Contractors – Certificates of Insurance providing proof of Contractor's Liability (Acord form), Workers Compensation and Disability Benefits coverage, naming the Village of Ravena Certificate Holder, must be on file before any release of permit. Acord forms are not acceptable proof of NYS workers' compensation or disability benefits coverage.

Once the application is turned in, an average turn-around time for permit approval is five to seven (5-7) business days, depending on the current workload. Incomplete applications will be returned thus prolonging the review process.

Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with the approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.

**Inspections:** Once the job is started, inspections should be requested **24 hours** in advance. To make appointments call the Village of Ravenna Building Department Monday-Friday from 9am-2pm.

Note: Inspections by the Building Department are required at the following schedule:  
(You must call for Inspections.)

1. Footings before pouring concrete.
2. Foundation walls before pouring concrete.
3. Final survey map that shows the exact location of the new foundation.
4. Foundation inspection before backfill.
5. Plumbing, heating, framing, and electrical inspections are to be conducted before any closing in of the framework.
6. Insulation inspection.

When all work is completed, final inspection is required by the Building Department. No use of the structure is permitted without a Certificate of Occupancy or Certificate of Compliance being issued by the Building Department.

**Application for Certificate of Occupancy (CO):** Upon completion, if a CO is required, an application for the same must be filled out and signed by the OWNER, ARCHITECT, ENGINEER, OR QUALIFIED SUPERINTENDENT. Applications are available at the Building Department. All fees that are owed to any Village Department shall be paid prior to CO being issued.



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For Building Inspector Use:  
 Tax Map #: \_\_\_\_\_  
 Permit #: \_\_\_\_\_  
 Permit Fee: \$ 25  
 Insurance Cert:  Liability  Workman's Comp  
 CE-200 Date \_\_\_\_\_ or  Owner Occupied 439  
 Permit:  Approved  Denied  ZBA  
 CO or CC Date: \_\_\_\_\_

**Application for Mobile Home Installation Permit**

**A PERMIT MUST BE OBTAINED BEFORE STARTING WORK  
 RESEDENTIAL PERMIT EXPIRES IN TWELVE (12) MONTHS  
 ALL PERMITS REQUIRE A FINAL INSPECTION**

**Address of proposed work:** \_\_\_\_\_ **Estimated Cost:** \$ \_\_\_\_\_  
 \_\_\_\_\_

Property Owner's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_

(if different than owner:)  
 Applicant's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_

Existing Use of Property \_\_\_\_\_  
 \_\_\_\_\_  
 Proposed Use \_\_\_\_\_  
 \_\_\_\_\_

Zoning District: \_\_\_\_\_

Name of Compensation or General Liability  
 Carrier & Policy #: \_\_\_\_\_  
 \_\_\_\_\_

Lot Size: \_\_\_\_\_ Area: \_\_\_\_\_  
 Existing Building Size: \_\_\_\_\_  
 New Building Size: \_\_\_\_\_  
 Building Height \_\_\_\_\_ Ft. \_\_\_\_\_ stories  
 Floor Area \_\_\_\_\_ Sq. Ft.  
 Cubic Volume \_\_\_\_\_ Cu. Ft.

NOTE: With the issuance of this permit the Building Inspector, his Assistant, or Code Enforcement Officer having jurisdiction under the Codes of The State of New York and The Energy Conservation Construction Code of The State of New York has permission of the owners and or the contractors upon the showing of proper credentials and in the discharge of their duties may enter upon any building, structure or premise covered by this permit at any reasonable hour and no person shall thus interfere with the performance of their duties. All applicable inspections as required by the

Building Inspector or his Assistants shall be completed according to the schedule attached at the time of issuance of the permit.

Prior to use of any structure covered under this permit a Certificate of Occupancy or a Certificate of Compliance must be issued by the Building Department.

\_\_\_\_\_  
Signature of Owner, Applicant or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Owner, Applicant or Agent

Please submit the following with your application:

- Copy of Deed
- Plot Plans (2 Copies)
- Building Plans (2 Copies)
- Building Specifications (2 Copies)
- Required Insurance Papers

For Building Inspector use:

This application is hereby  approved  disapproved and permission  granted  refused for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above.  
Reason for refusal of permit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_  
Building Inspector

# Plot Diagram

Mobile Home Park Name \_\_\_\_\_  
 Dimensions of Project \_\_\_\_\_

Lot # \_\_\_\_\_

Proposed Mobile Home \_\_\_\_\_x\_\_\_\_\_  
 Shed \_\_\_\_\_x\_\_\_\_\_  
 Deck \_\_\_\_\_x\_\_\_\_\_  
 Other \_\_\_\_\_x\_\_\_\_\_

**New Building Yards: Zoning-Set Back**  
 (Fill in measurements on plot diagram)

Front Yard Depth \_\_\_\_\_  
 Right Side Yard Width \_\_\_\_\_  
 Left Side Yard Width \_\_\_\_\_  
 Rear Yard Depth \_\_\_\_\_

Complete sketch of lot and adjoining lots showing all structures, distances between all structures, and distances to lot lines:


Application form must be accompanied by specifications of the proposed mobile home and installation plans, or shed/deck construction plans as applicable.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**For Building Inspector Use Only:**

Building Department Review:  
 \_\_\_\_\_  
 Building Inspector Signature  
 \_\_\_\_\_  
 Date  
 \_\_\_\_\_