

VILLAGE OF LIBERTY  
BUILDING DEPARTMENT  
167 NORTH MAIN STREET, LIBERTY, NEW YORK 12754

TELEPHONE: (845) 292-2250 X 117  
E-MAIL: Dpollan.vol@gmail.com

FAX: (845) 295-9216

INSTRUCTIONS

1. This application must be completely filled in by the applicant/owner in ink & submitted to the Code Enforcement Officer.
2. Two (2) copies of the site plan showing the location of the lot and of all building on the premises, all proposed building and the relationship to the adjoining premises or streets or other areas, and giving a detailed description of the property showing all setback dimensions, .i.e. all distances from the building to the road, side and front yard lines must be drawn and submitted as part of this application.
3. The application must be accompanied by two (2) complete sets of plans showing proposed construction and two (2) complete sets of specifications describing the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations. IF A PERMIT ISSUED, SUCH CONSTRUCTION MUST CONFORM TO THE PLANS AND SPECIFICATIONS SUBMITTED WITH THIS APPLICATION.
4. No proposed work may be started before a permit is paid for in full and issued.
5. Once the application is approved, the Code Enforcement Officer will issue a building permit together with an approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on site and available throughout the construction
6. NO BUILDING SHALL BE OCCUPIED OR USED IN WHOLE OR IN PART FOR ANY PURPOSE UNTIL EITHER A CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLETION HAS BEEN GRANTED BY THE CODE ENFORCEMENT OFFICER.
7. The applicant has read the above instructions and agrees to comply with all applicable laws, ordinances and regulations.

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(Signature of applicant/Owner/Agent)

1. Location of land on which proposed work will be done:

Tax Map Section \_\_\_\_\_ Block Number \_\_\_\_\_ Lot/s Number \_\_\_\_\_

Street Name and Number \_\_\_\_\_

Owners name as shown on tax record \_\_\_\_\_

Address as shown on tax record \_\_\_\_\_

Telephone # \_\_\_\_\_

E-mail \_\_\_\_\_

2. State existing use and occupancy of the premises and the intended use and occupancy of proposed construction:

a. Existing use \_\_\_\_\_

b. Intended use and occupancy \_\_\_\_\_

(Note: Be specific, Permit & Certificate of Occupancy will be issued and limited to stated use and occupancy.)

3. Nature of work (check box indicating which is applicable)

a. ☐ New Building ☐ Addition to existing building ☐ Alteration to existing building  
☐ Repair ☐ Replacement ☐ Renewal  
☐ Demolition ☐ Manufactured Home ☐ Other

b. Number of Stories \_\_\_\_\_ Number of Families \_\_\_\_\_ Heating Plant \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_ Number of Bathrooms \_\_\_\_\_ Number of Toilets \_\_\_\_\_

c. Detailed description of work to be done: \_\_\_\_\_

4. If residential dwelling: number of dwelling units \_\_\_\_\_

5. number of dwelling units on each floor \_\_\_\_\_

6. If garage, number of cars \_\_\_\_\_

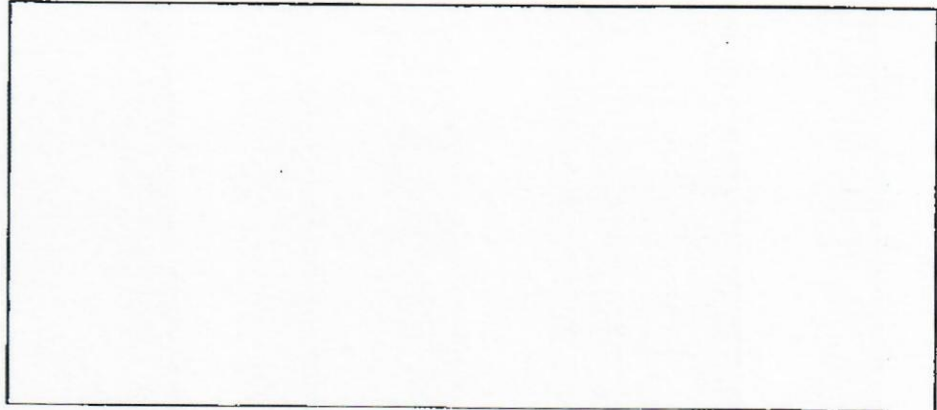
7. If business, commercial or mixed occupancy, specific nature and extent of each type of use \_\_\_\_\_

7. Dimensions of existing structures, if any;

Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Sketch exterior walls of  
existing buildings,  
showing all 7 Dimensions  
(Do not include proposed  
construction)

8. Dimensions of same  
structure with  
alterations or  
additions:



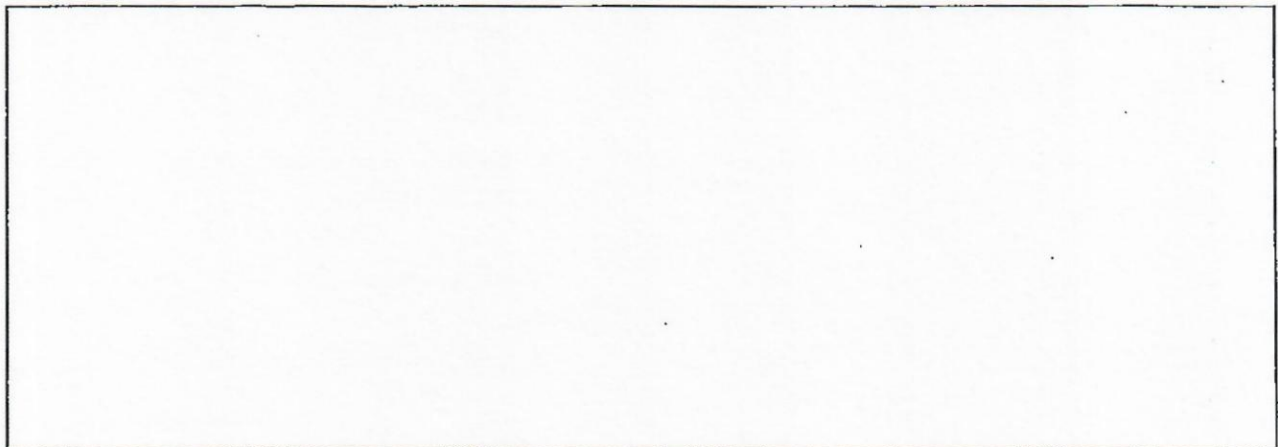
Number of stories \_\_\_\_\_

9. Square footage of present structure \_\_\_\_\_

10. Square footage of proposed work \_\_\_\_\_

11. Size of lot: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Square footage of Lot \_\_\_\_\_

12. **PLOT DIAGRAM:** Locate clearly and distinctly all buildings; whether existing or proposed, and indicate all setback dimensions, i.e. all dimensions from building to rear, side and front yard lines. Show distances of all buildings from one another. Show location of street, roads and easements. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot. Do not show floor plan or construction details here.



13.a. Is proposed work located in a floodplain? YDS. \_\_\_\_\_ NO \_\_\_\_\_

b. Is proposed work located in a floodway? YES \_\_\_\_\_ NO \_\_\_\_\_



14. Are there any zoning or code violations against the property? YES.\_\_\_\_NO.\_\_\_\_

(If yes, list violations)\_\_\_\_\_

15. Name of Insurance Carrier\_\_\_\_\_

Policy No. \_\_\_\_\_

Address of Ins. Carrier\_\_\_\_\_

Date Policy Expires:\_\_\_\_\_

16. Name of Architect or Engineer\_\_\_\_\_ E-mail\_\_\_\_\_

Address\_\_\_\_\_ Telephone No. \_\_\_\_\_

17. Name of **Builder**\_\_\_\_\_ E-mail\_\_\_\_\_

Builder  
Address\_\_\_\_\_

Telephone No. \_\_\_\_\_

18. Name of Electrician\_\_\_\_\_ License # \_\_\_\_\_

Address\_\_\_\_\_

Telephone No. \_\_\_\_\_

ALL ELECTRICAL WORK MUST BE INSPECTED BY, AND A CERTIFICATE OF APPROVAL OBTAINED FROM THE NEW YORK BOARD OF FIRE UNDERWRITERS OR OTHER APPROVED AGENCY OR ORGANIZATION.

**ADDITIONAL REQUIRED INFORMATION FOR MANUFACTURED HOMES**

1 g. Name of Manufactured Home installer\_\_\_\_\_

Address\_\_\_\_\_ Telephone No. \_\_\_\_\_

Manufactured Home Installer Certification # \_\_\_\_\_

20. Name of Manufactured Home Retailer\_\_\_\_\_

Address\_\_\_\_\_ Telephone No. \_\_\_\_\_

Manufactured Home Retailer # \_\_\_\_\_

21. **Estimated cost of construction:** \_\_\_\_\_

(Costs for the work described in the application for building permit include the cost of all construction and other work done in connection there by, exclusive of the cost of the land. If the final cost shall exceed estimated cost an additional fee may be required before the issuance of Certificate of Occupancy.)

STATE OF NEW YORK, ) NEW YORK,  
COUNTY \_\_\_\_\_ ) OF ss.:

\_\_\_\_\_ being duly sworn deposes and says that he is the applicant named  
(NAME OF INDIVIDUAL SIGNING APPLICATION)

above. He is the \_\_\_\_\_ of said owner or owners, and is  
duly authorized

(NAME OF BUILDER, AGENT, CORPORATE OFFICER, ETC.) to perform or have performed the said work and  
to make and file this application; that all statements contained in this application are true to the best of his  
knowledge and belief, and that the work will be performed in the manner set forth in the application and in the  
plans and specifications filed therewith.

Signature of Applicant \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Notary Public,  
\_\_\_\_\_

FOR OFFICIAL USE ONLY  
(DO NOT WRITE BELOW THIS LINE)

ZONE PREMISES LOCATED IN \_\_\_\_\_ USB PERMITTED IN ZONE \_\_\_\_\_ YES ( )  
\_\_\_\_\_ NO ( )

SQUARE FOOTAGE OF LOT \_\_\_\_\_ SITE PLAN APPROVAL REQUIRED \_\_\_\_\_ YES ( )  
\_\_\_\_\_ NO ( )

DOES PROPOSED CONSTRUCTION VIOLATE ANY ZONING LAW, ORDINANCE OR REGULATION? YES ( ) NO  
( )

APPROVALS GRANTED BY: (IF REQUIRED) PLANNING BOARD YES ( ) NO ( )  
ZONING BOARD OF APPEALS YES ( ) NO ( )

SQFT COMPUTATION OF FEE \$ \_\_\_\_\_ INITIAL FEE TO BE CHARGED

PERMIT APPROVED ( ) PERMIT DISAPPROVED ( ) IF DISAPPROVED, REASON  
\_\_\_\_\_

BY: \_\_\_\_\_  
(CODE ENFORCEMENT OFFICER)

DATE: \_\_\_\_\_