

**Marisol Torrens**  
Code Enforcement Officer

**VILLAGE OF LIBERTY**  
**BUILDING DEPARTMENT**



**167 N. MAIN ST**  
**LIBERTY, NY 12754**  
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## **APPLICATION BUILDING PERMIT**

SBL: \_\_\_\_\_ Application #: \_\_\_\_\_ Address: \_\_\_\_\_

1. This application must be filled in by typewriter or in ink and submitted to the Code Enforcement Officer.
2. A site plan showing location of the lot and buildings on the premises with appropriated dimensions, relationship to adjoining premises or public streets and giving detailed description of the layout of property.
3. This application must be accompanied by *two complete set of plans* showing proposed construction and *two complete sets of specifications*. Plans and specifications shall describe the nature of the work to be performed, the materials, and equipment to be used and installed, and details of structural, mechanical, and plumbing installations.
4. The work covered by this application may not be commenced before the issuance of a building permit.
5. Upon approval of this application, the Code Enforcement Officer will issue a building permit to the applicant, together with approved set of plans and specifications. Such permit, approved plans and specifications shall be kept on the premises for inspections throughout the progress of the work.
6. Be advised Sullivan County Local Law No. 13 and 1977 requires use of Licensed Electrical Contractors.
7. NO BUILDING OR STRUCTURAL SHALL BE OCCUPIED OR USED IN WHILE OR PART OF ANY PURPOSE WHATSOEVER, UNTIL A CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN GRANTED BY THE CODE ENFORCEMENT OFFICER. Note: the homeowner is ultimately responsible for acquiring the certificate of occupancy.
8. APPLICANT IS HERBERY MADE to the Code Enforcement Officer for the issuance of a Building Permit pursuant to the New York Building Construction and Code Ordinances of the Village Of Liberty for the construction of buildings, additions, or for the removal or demolition of use of property, as herein described. The applicant agrees to comply with all the applicable laws, ordinances and regulations.

Name of Applicant: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

**\*\*\* WE HAVE THE RIGHT TO REFUSE AN INCOMPLETE APPLICATION\*\*\***

\_\_\_\_\_  
**Owner (Please Print)**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Date**

Applicant is:

Owner \_\_\_ Lessee\_\_\_ Agent \_\_\_ Architect/Engineer \_\_\_ Contractor/ Builder \_\_\_

If applicant is a corporation, signature of duly authorized offer \_\_\_\_\_

Name & Address of Corporate Officer \_\_\_\_\_

1. **Street address of site where work will be done:** \_\_\_\_\_

**Tax Map No. / SBL:** \_\_\_\_\_ **Unit No:** \_\_\_\_\_

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

a. Existing use and occupancy: \_\_\_\_\_

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

3. **Nature of work:**

c. Addition\_\_\_ Alteration/Renovation\_\_\_ Finished Basement \_\_\_ Unfinished Basement \_\_\_ New Residential\_\_\_ Construction\_\_\_ New Commercial Construction \_\_\_ Mobile Home Installation \_\_\_ Jacking and Shoring \_\_\_

Other \_\_\_ Please Explain: \_\_\_\_\_

d. Number of Stories: \_\_\_ Number of Bathrooms: \_\_\_ Numbers of Toilets: \_\_\_ Numbers of Bedrooms: \_\_\_

Number of Families: \_\_\_ Heating System: \_\_\_\_\_

4. Description of **ALL** work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Cost of Work:** \$ \_\_\_\_\_

If business, commercial, or mixed occupancy, specify nature and extent of each type of use:

1. Dimensions of new construction and/or addition:

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Depth: \_\_\_\_\_ Height: \_\_\_\_\_ Stories: \_\_\_\_\_

2. Dimensions of existing structures:

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Depth: \_\_\_\_\_ Height: \_\_\_\_\_ Stories: \_\_\_\_\_

3. Dimensions of Deck:

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Depth: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

4. Dimensions of Mobile Home:

Front: \_\_\_\_\_ Depth: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

5. Side of Lot:

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Depth: \_\_\_\_\_ Front Yard: \_\_\_\_\_ Rear Yard: \_\_\_\_\_

Side Yard: \_\_\_\_\_ Is this a corner lot? \_\_\_\_\_

Name of Contractor(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

**Suitable Containers Required for Garbage**

- All Commercial or residential construction sites, whether a building permit is required or not, shall have suitable containers on site at all the times to accommodate any and all construction related debris.
- Containers are to be covered each day and night when not in used.
- Storage of construction debris must be properly disposed of at the landfill at the end of the construction project. All landfill receipts must be made available upon request of the Code Enforcement Officer and must be submitted to the Code Enforcement Officer prior to issuance of a certificate of occupancy or certificate of compliance.
- No outside storage of construction or project related debris shall be permitted to accumulated, and all outside areas of the work site must remind free of debris, trash and garbage and must be cleaned regularly to ensure compliance.
- In the event of noncompliance with this provision of this article, a stop work order shall be posted on the property and all project related activities shall cease until the Code Enforcement Officer has inspected the property and compliance is verified. A stop work order shall encompass the whole of the job site that is deemed in violation.

I have read the above stated section regarding construction debris and storage and fully understand that outside storage of construction debris is prohibited and stop work order for the ENTIRE CONSTRUCTION PROJECT MAY be imposed for violations and fines. I do hereby agree to provide construction debris storage as required and to keep the job site clean at all the times.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Owners Proxy

\_\_\_\_\_ deposes and states that he/she resides at:  
(Owner)

\_\_\_\_\_  
(Location where work is being done)

And that he/she is the owner of the premises described in the attached application for a building permit application and further states that he/she has authorized \_\_\_\_\_ to make said application, secure any necessary permits and approvals, call for inspections, and request a certificate of occupancy upon satisfactory completion of the work described in said application.

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of New York  
County of Sullivan

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

\_\_\_\_\_  
Notary Public Signature and Stamp

Sullivan County Board of Electrician Licensing Statement

Homeowner's statement

Re: Local Law No. 2 of 2019 entitle "Electrical License Law"

I hereby state under penalties of perjury that I own and occupy the premises located at:

\_\_\_\_\_

Electric work will be done at said premises, in which electrical work will be installed, maintained and/or replaces by myself, the homeowner of the property describe above.

Description of type of electrical work:

\_\_\_\_\_

\_\_\_\_\_

*Note: False statement made herein are punishable as a class A misdemeanor pursuant to section 210.45 of the Penal Law.*

\_\_\_\_\_  
Homeowner Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Homeowner Print Name

Print Address:  
\_\_\_\_\_

Electrical Contractors' Verification Form

Electrical Contractor's Name: \_\_\_\_\_

Electrician's License #: \_\_\_\_\_

Address of work: \_\_\_\_\_

Signature of Electrical Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

No walls are to be covered until this form is returned to the Building Department and they have verification that the electrical contractor mentioned above is performing said work:

Work Description: \_\_\_\_\_

\_\_\_\_\_

