

Marisol Torrens
Code Enforcement Officer

VILLAGE OF LIBERTY
BUILDING DEPARTMENT



167 N. Main St.
LIBERTY, NY 12754
845-292-2250 ext.117
FAX: 845-295-9216
E-MAIL: mtorrensvol@gmail.com

APPLICATION BUILDING PERMIT

SBL: _____ Application #: _____ Address: _____

This application must be filled in by typewriter or in ink and submitted to the Code Enforcement Officer.

1. 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.
2. 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.
3. The work covered by this application may not be commenced before the issuance of a building permit.
4. 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.
5. Be advised Sullivan County Local Law No. 13 and 1977 requires use of Licensed Electrical Contractors.
6. 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.
7. 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

E-mail

Owner (Please Print)
If is different from applicant

Mailing Address

Telephone #

Date

Applicant is:

Owner _____ Lessee _____ Agent _____ Architect/Engineer _____
Contractor/ Builder _____

If applicant is a corporation, signature of duly authorized
officer _____

Name & Address of Corporate
Officer _____

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

**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: _____

- e. 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: _____

Electric Work

Name of electrician: _____

Phone: _____

Name of Electrical Inspection Agency:

Description of ALL work:

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 remain 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: _____

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

Owners Proxy

_____ deposits 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: _____

Email Address: _____

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DPW TRACKING

REQUIRED DPW PERMITS MUST BE OBTAINED PRIOR TO ISSUANCE OF BUILDING PERMITS

Code Enforcement Use:

Date: _____

Name: _____

Address: _____

SBL#: _____

Description of Work: _____

Will new construction underground water/sewer connections: Yes Water
 No Sewer

Site Plan:



DPW Office Use

Existing I&I Violations: Yes No

Check Boxes for required permits: Water Sewer Road Cut

If no DPW permits are required, CO can be issued at Code Enforcement's Discretion.

Comments: _____

Completed DPW Permit Inspection Sign-off (required prior to CO Issuance)

Water Approved By: _____ Date: _____

Sewer Approved By: _____ Date: _____

Road Cut Approved By: _____ Date: _____

Water and Sewer Lines Cap By: _____ Date: _____