

VILLAGE OF HILLBURN
31 MOUNTAIN AVENUE
HILLBURN, N.Y. 10931

REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

All Applications for Building Permits must include the following:

1. A percolation test is required, if the construction is to be on a vacant lot.
2. Four copies of plot plan to scale. Complete new structures and structures over 400 sq. ft. in size must have the name, address and seal of a licensed architect.
3. Three copies of cross-section detail showing:
 - a) size of footings and depth below finish grade.
 - b) complete treatment detail of underground area.
 - c) wall detail, studs, sheathing, siding insulation, and interior wall cover.
 - d) all heights from crawl space, basement or slab to roof rafters, including pitch of roof.
 - e) size of foundation walls, plate, wall joists, and rafters.
4. Three copies of floor plan, to scale, to include:
 - a) framing detail - type and size.
 - b) window and door placement - type and size.
5. Building or addition must conform with:
 - a) New York State Energy Conservation Construction Code.
 - b) New York State Building Construction Code.
 - c) New York State Fire Prevention Code.
 - d) New York State Fire Underwriters (Certificate).
6. No work is to be started until plans have been stamped as approved by the Building Department with the name and date.
7. Automatic Fire Alarms and Sprinkler Systems
 - a. Inspections by the Village of Hillburn's Building/Fire Inspector are required if an automatic fire alarm or sprinkler system are to be included in the construction or addition.
 - b. Floor plans must be submitted prior to installation of the system, showing specifications and locations of fire protection equipment and detectors.

- c. All systems shall be inspected and shall be installed in conformity with the specifications set forth by the National Fire Protection Association and the Village of Hillburn Fire Code.
- d. Before final approval is granted on the system, the installing contractor shall furnish a written statement that the system has been installed in accordance with approved plans, N.F.P.A. regulations and tested in accordance with manufacturer's specifications.
- e. All systems shall be tied in to an approved receiver at the Rockland County Fire Control Center.
- f. Upon completion of the installation, an inspection and test of the entire system shall be made before final approval of the system. This test shall be performed satisfactorily before a Certificate of Occupancy or Certificate of Use is issued and at least two weeks before the building is occupied.
8. INSPECTIONS ARE REQUIRED - As listed on application.
(Inspection Request forms, supplied when permit is issued, must be filed)
Builder to request inspection via Village Clerk at 357-2036 three working days (72 hours) prior to actual inspection.

(an original and a copy to be filed)
APPLICATION FOR BUILDING/DEMOLITION PERMIT

VILLAGE OF HILLBURN
Rockland County, N.Y.

Name of Municipality Village of Hillburn Date _____

Project Name: _____

Tax Map Designation: Section _____ Block _____ Lot _____		
Location: _____ _____		
Zoning District _____	Acreage _____	
Verified by Assessors Office: Date _____ By _____		
Permit Information: Permit No. _____ Date _____ Renewed _____ Fee _____ Check Amount _____ Receipt # _____ Check # _____		
Inspector _____		
Rockland County Home Improvement - please submit a copy of license		
Workman's Compensation Carrier - please submit a copy of the policy		

Applicant: _____ Phone # _____

Address _____
Street Name & Number (Post Office) State Zipcode

Property Owner: _____ Phone # _____

Address _____
Street Name & Number (Post Office) State Zipcode

Lessee: _____ Phone # _____

Address _____
Street Name & Number (Post Office) State Zipcode

Contact Person: _____ Phone # _____

Address _____
Street Name & Number (Post Office) State Zipcode

Engineer: _____ Phone # _____

Address _____
Street Name & Number (Post Office) State Zipcode

Architect: _____ Phone # _____

Address _____
Street Name & Number (Post Office) State Zipcode

APPLICATION FOR BUILDING/DEMOLITION PERMIT

Surveyor: _____ Phone # _____

Address _____

Street Name & Number (Post Office) State Zipcode

Builder/General Contractor: _____

Address _____

Street Name & Number (Post Office) State Zipcode

Location: _____

Street Name & Number (Post Office) State Zipcode

Estimated Construction Value _____ (\$)

Existing and/or proposed use of structure or land: _____

Project Description: _____

Required Inspections of Construction . . . YOU MUST CALL FOR THESE

Other inspections will be made in most cases, but those listed below must be made or Certificate of Occupancy may be withheld. Do not mistake an unscheduled inspection for one of those listed below. Unless a card is left on the job indicating approval of one of these inspections, it has not been approved and it is improper to continue beyond that point in the work. Any disapproved work must be re-inspected after correction. Call ahead for all inspections.

1. **Footing Forms** - when excavation is complete and forms are in place (before pouring). Rebar in place, hooked at all corners.
2. **Foundation** - check here for waterproofing, type of block footing drains, insulation as needed.
3. **Plumbing under slab** - cast iron, copper, etc.
4. **Gravel under slab** - (usually combined with #3.) Check for insulation as per Energy Code.
5. **Plumbing Rough-In** - all work that will be covered must be installed at this time.
6. **HVAC Rough-In** - all work that will be covered must be installed at this time.
7. **Frame** - call when the frame is complete including fire stop, bridging, collar ties, etc., before it is covered from inside with insulation.
8. **Insulation** - tabs to be stapled on outer part of stud to form vapor barrier.
9. **Plumbing final** - this can be combined with final. All fixtures to be installed.
10. **In garage where appropriate** - fire rated sheet rock to be inspected before painting.

APPLICATION FOR BUILDING/DEMOLITION PERMIT

11. **Rough grading** - all surface water should be directed away from the building to an approved outlet; street, lawn, inlet, drainage swale, etc. This can be combined with final.
12. **FINAL** - Complete application for Certificate of Occupancy, produce certified plot plan or as-built survey including outlet for footing drains to positive outflow. Provide Fire Underwriters Certificate. Building must be essentially completed with all utilities working. Produce final approvals as applicable, Rockland County Health Department, i.e., septic, wells, etc.

If a Demolition Permit please submit the following:

(In addition to compliance with Chapter 7 of the Hillburn Code)
The following items must be presented to the municipality before demolition can occur.

1. Asbestos abatement survey by a licensed practitioner.
2. Letter from a utility company that the gas and electric have been turned off.
3. A notice from the Rockland County Health Department that the premises has been baited for rodents and vermin.
4. Approval from the municipal engineer/Department of Environmental Control - Rockland County Sewer District, for sealing of sewer line.

APPLICATION FOR BUILDING/DEMOLITION PERMIT

BULK			
Zone	Group		Use
	Required	Existing	Proposed
Floor area ratio _____			
Lot area _____			
Lot Width _____			
Front yard depth _____			
Front yard setback _____			
Side yard depth _____			
Total width both _____			
Side yards _____			
Rear yard depth _____			
Maximum building height in feet and inches per foot of distance from lot line _____			

SIZE OF BUILDING			
	Existing	Proposed	Completed
Square feet floor area _____			
Front in feet _____			
Rear in feet _____			
Maximum depth in feet _____			
Number of stories _____			

OFFICIAL USE ONLY	
Permit Granted for: _____	

Date _____	
Permit # _____	Building Inspector _____

Fee :

Application Rejected :

Reason _____

Date _____ Building Inspector _____

AFFIDAVIT - Property Owner

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I, _____, being duly sworn, deposes and says that _____ is the owner in fee of the premises to which this application applies; that he (the applicant) is duly authorized to make this application and that the statements contained in the papers submitted herein 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, and in accordance with the State Uniform Building Code and all other applicable laws, ordinances and regulations of the municipality. I also declare that the structure or area described in this application will not be occupied or used until I have obtained a Certificate of Occupancy.

Mailing Address

SWORN to before me this _____ day of _____,

Notary Public