



Building Department
P.O. Box 1166 Route 9A
Ossining Operations Center
Ossining, NY 10562
Phone 914-762-8419 Fax 914-260-4656
www.townofossining.com
bldgdept@townofossining.com

APPROVED _____ 20__
BP# _____
FEE (inc. CO) _____

Application for Building Permit

SEE ATTACHED INSTRUCTION SHEET BEFORE FILLING OUT THIS FORM

Location _____
(Give street number, and name, or Lot number)

Section _____ Block _____ Lot _____ Zone _____ Code 53 # _____

Application is hereby made to the Building Department for the issuance of a Building Permit pursuant to the New York State Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Name of Applicant _____ Date Submitted _____

Address of Applicant _____ Email _____

State whether applicant is owner, lessee, agent, architect, engineer or builder _____

Name and address of owner of premises _____

Telephone No. _____

1. 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 of proposed construction _____
2. Nature of work (check all applicable): New Building ____ Addition ____ Alteration ____ Repair ____ Removal ____
3. Demolition ____ Other ____ Describe Work: _____
4. Estimated Cost* _____ Fee _____

*Cost for the work described in the Application for the Building Permit including the cost of all construction and other work done in connection therewith, exclusive of the cost of the land.

5. If dwelling, number of dwelling units _____ Number of dwelling units on each floor _____
If garage, number of cars _____

6. If business, commercial or mixed occupancy, specify nature and extent of each type of use _____

7. Dimensions of existing structures, if any: Front _____ Rear _____ Depth _____ Height _____
Number of Stories _____
Dimensions of same structure with alterations or additions: Front _____ Rear _____ Depth _____
Height _____ Number of Stories _____

8. Dimensions of entire new construction: Front _____ Rear _____ Depth _____ Height _____
Number of Stories _____

9. Size of Front _____ Rear _____ Depth _____

YOU MUST ANSWER THE FOLLOWING FOUR QUESTIONS OR APPLICATION WILL NOT BE PROCESSED:

10. Does proposed construction violate any Zoning Law, ordinance or regulation? _____

9A. Does proposed construction fall under the Steep Slopes Ordinance of the Town? _____

9B. Does proposed construction fall under the Freshwater Wetlands Ordinance of the Town? _____

9C. Does proposed construction fall under the Tree Protection Ordinance of the Town? _____

11. Name of Compensation Insurance Carrier _____

Number of Policy _____ Date of Expiration _____

12. Name of Architect _____ Address _____

_____ Phone No. _____

12. Name of Contractor _____ Address _____

_____ Phone No. _____

13. Name of Electrician _____ Address _____

_____ Phone No. _____

14. Name of Plumber _____ Address: _____

_____ Phone No. _____

**STATE OF NEW YORK }
COUNTY OF WESTCHESTER} SS:**

Name of Applicant

being duly sworn, deposes and says: That they reside at _____
and is duly authorized as representative of the owner or (lessee) of the land herein described to make application for
permit to perform the work specified in said owner's (or lessee's) behalf; and that the statements contained herein
are true to the best of his knowledge and belief.

Signature of Applicant

Notary Public

Sworn to before me this _____ }
_____ }
Day of _____, 20____ }
_____ }

This application for a permit to perform the proposed work as herein described and as shown on the approved plans
is hereby APPROVED subject to collection of all fees associated with this application:

Date

Building Inspector

WORK CANNOT BEGIN UNTIL THE BUILDING PERMIT IS ISSUED (INCLUDING PLUMBING AND/OR ELECTRICAL WORK).

APPROVED BUILDING PERMIT AND PLANS MUST BE KEPT AT THE CONSTRUCTION SITE AND AVAILABLE FOR INSPECTION THROUGHOUT THE ENTIRE PROJECT.

THE AREA UNDER THE JURISDICTION OF THE PERMIT **MAY NOT BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED BY THIS AGENCY.**

ELECTRICAL AND PLUMBING WORK (IF APPLICABLE) SHALL BE PERFORMED BY WESTCHESTER COUNTY LICENSED TRADESMAN WITH A TOWN OF OSSINING ELECTRICAL AND/OR PLUMBING PERMIT.

ALL FEES DUE SHALL BE MADE BY **CHECK OR MONEY ORDER MADE PAYABLE TO THE "TOWN OF OSSINING"**.