

VILLAGE OF HILLBURN  
31 MOUNTAIN AVENUE  
HILLBURN, NY 10931  
REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS Filing

Fee \$20.00 for Residential / \$40.00 for Commercial

All Applications for the 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 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 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 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 845-357-2036 three working days (72 hours) prior to the actual inspection.

Filing Fee \$20.00 for residential / \$40.00 for Commercial  
(Original and copy to be filed)

**APPLICATION FOR BUILDING/ DEMOLITION PERMIT**

Village of Hillburn  
Rockland County, NY

Name of Municipality \_\_\_\_\_ Date \_\_\_\_\_

Project Name: \_\_\_\_\_

|                              |                                      |
|------------------------------|--------------------------------------|
| <b>Tax Map Designation</b>   |                                      |
| Section _____                | Block _____ Lot _____                |
| <b>Location:</b>             |                                      |
| _____                        |                                      |
| <b>Zoning District</b> _____ | <b>Acreage</b> _____ <b>Verified</b> |
| <b>by Assessors Office:</b>  |                                      |
| Date _____                   | By _____                             |
| <b>Permit Information:</b>   |                                      |
| Permit No. _____             | Date _____                           |
| Renewed _____                | Fee _____                            |
| Check Amount _____           | Receipt # _____                      |
| Check # _____                |                                      |

Applicant: \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_  
Street Name and Number P.O. Box State Zip code

Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Street Name and Number P.O. Box State Zip code

Lessee: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Street Name and Number P.O. Box State Zip code

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Street Name and Number P.O. Box State Zip code

Engineer: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Street Name and Number P.O. Box State Zip code

Architect: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Street Name and Number P.O. Box State Zip code

**APPLICATION FOR BUILDING/DEMOLITION PERMIT**

Surveyor: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Street Name and Number P.O. Box State Zip code

Builder/General Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street Name and Number P.O. Box State Zip code

Location: \_\_\_\_\_

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 inspection, it must not been approved and it is improper to continue beyond that point in the work. Any disapproved work must be reinspected 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, cooper, etc.
4. Gravel under slab – (usually combined with #3.) Check for insulating 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.
11. Rough Grading – all surface water should be directed away from the building approved outlet; street, lawn, inlet, drainage swale, etc. this can be combined with the 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 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 _____  |          |          |
| 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.<br>_____ |          |          |

SIZE OF BUILDING

|                        | Existing | Proposed | Complete |
|------------------------|----------|----------|----------|
| Square feet floor area | _____    | _____    | _____    |
| Front in feet          | _____    | _____    | _____    |
| Rear in feet           | _____    | _____    | _____    |
| Maximum depth in feet  | _____    | _____    | _____    |
| Number of stories      | _____    | _____    | _____    |

OFFICIAL USE ONLY

Permit granted for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Building Inspector \_\_\_\_\_

Permit # \_\_\_\_\_

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 statement 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 specification 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 AddressSWORN to before me this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

Notary Public

