

TOWN OF RAMAPO
Building, Planning & Zoning Department
Phone: 845-357-5100 Fax: 845-357-5140

INSTRUCTIONS TO SUBMIT A BUILDING PERMIT APPLICATION

THE FOLLOWING APPLICATION DOCUMENTS MUST BE SUBMITTED AS A COMPLETE PACKAGE TO BE ACCEPTED FOR REVIEW

- 1) **One Application for Building Permit form** and contact sheet completely filled out.
- 2) **Affidavit of Ownership** - Must be filled out, signed and notarized by the homeowner only. If Corporate owned, a list of Corporation officers must be included.
- 3) **Two sets of Drawings** ... with complete details of what you are constructing.

Drawings must contain a seal from an architect or engineer unless the proposed construction consists of alterations costing ten thousand dollars or less which alterations do not involve changes affecting structural safety or public safety, or are alterations to a residential building which has a gross floor area of 1500 feet or less, not including garages, carports, porches, cellars or uninhabitable basements or attics, or are otherwise exempted by the State Education Law.

"For above ground pools (including heater, filter and pump), pre-constructed sheds, fireplaces, boilers, and generators, please submit 2 sets of specifications from the manufacturer.

- 4) **Energy Code Calculation Form** – please identify the path of compliance (res-check, com-check, prescriptive)
- 5) **Two copies of the survey of your property.**
(Please mark on the survey where and what you are proposing to construct.)
FOR NEW DWELLINGS: SUBMIT 3 NEW SURVEYS
- 6) **Plumber's and Electrician's Forms** - Copies of their Rockland County Home Improvement licenses (if residential), liability insurance forms and N.Y.S. Worker's Compensation forms **MUST BE SUBMITTED.** (please note: Worker's Compensation insurance cannot be on an Acord form. It must come directly from the state. Worker's Compensation Board Phone Number: 518-486-6307.)
- 7) **General Contractor's license** along with insurance forms for Workers Compensation and liability **MUST BE SUBMITTED.** If you, the homeowner, are doing the work yourself, you must sign and notarize the forms stating such. You must present the declaration page from your Homeowner's Insurance Policy. This form must not be used if any sub-contractors are to be employed. Please submit the license, liability, and Worker's Compensation for any sub-contractors used.
- 8) **Building Permit Fees:** Based on the value of construction as determined by The Building Department and to be paid by: CHECK, MONEY ORDER OR CHARGE CARD. **(Checks should be made out to the Town of Ramapo).**
- 9) **NEW DWELLINGS:** STORM WATER AND SOIL EROSION FEE: ONE AND TWO FAMILY- \$ 500.00
COMMERCIAL AND MULTI - FAMILY - \$ 800.00
- 10) **SEWER PERMIT RECEIPT FROM THE TOWN CLERK \$ 200.00** (IF APPLICABLE)

ALL CONSTRUCTION DOCUMENTS SUBMITTED WITH THE BUILDING PERMIT APPLICATION MUST COMPLY WITH THE PROVISIONS OF THE STATE UNIFORM FIRE PREVENTION AND BUILDING CODE AND THE STATE ENERGY CONSERVATION CONSTRUCTION CODE.