

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**
- 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.

****IF CONSTRUCTION COST IS OVER \$10,000, YOU MUST PROVIDE
SEALED DRAWINGS FROM AN ARCHITECT OR ENGINEER.****

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

- 4) **Energy Code Calculation Form** (res-check or com-check forms)
- 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 4 NEW SURVEYS
- 6) **Plumbers and Electricians Forms** – to be completed by the plumber and electrician only. 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 the same form as the liability insurance. (Accord form)
- 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 two forms stating such. This form must not be used if any sub-contractors are to be employed. WORK. COMP. BOARD # 518 486-6307
- 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.
(Check should be made out to the Town of Ramapo).
- 9) **NEW DWELLINGS:** STORM WATER FEE \$250.00
SOIL EROSION FEE \$250.00
- 10) **CONDOMINIUM UNITS:** PLEASE COMPLETE ADDITIONAL CONDO. C/U APPLICATION
- 11) **SEWER PERMIT RECEIPT FROM THE TOWN CLERK \$150.00 (IF APPLICABLE)**