

**TOWN OF RAMAPO**  
**Building, Planning & Zoning Department**  
**237 Route 59**  
**Suffern, New York 10901**  
Phone: 845-357-5100 Fax: 845-357-5140

**BUILDING PERMIT APPLICATION CHECKLIST FOR**  
**CONDOMINIUM UNITS**

- 1) Application for Building Permit entirely filled out
- 2) Two copies of the unit layout (drawings) showing all work to be completed
- 3) Two copies of current survey
- 4) Notarized statement from Homeowner acknowledging the Town's requirement for a Certificate of Use upon completion of their unit
- 5) Proof of electrical compliance in the form of an Underwriter's Certificate for the individual unit
- 6) Condominium Conversion Fee: **\$125.00**

**Please obtain your individual Section, Lot and Block number  
for your unit from the Assessor's Office and provide the  
information on your Building Permit Application**