

**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. **Copy of Owner I.D. must be submitted.**
- 3) **Two (2) 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, fireplaces, boilers and generators, please submit 2 sets of specifications from the manufacturer.\*\*

- 4) **Energy Code Calculation Form** (res-check or com-check forms) for new construction.
- 5) **Two (2) 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) **Plumbers and Electrician's information** – 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). **\*Photo ID copy for Plumber and/or Electrician must be submitted\*\*\***
- 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: **CASH/ CHECK/MONEY ORDER** (Check made payable to the Town of Ramapo)
- 9) **NEW DWELLINGS:** STORM WATER AND SOIL EROSION FEE: One and Two Family - \$500  
Commercial/Multi Family - \$800
- 10) **CONDOMINIUM UNITS:** PLEASE COMPLETE ADDITIONAL CONDO C/U APPLICATION
- 11) **SEWER PERMIT RECEIPT FROM THE TOWN CLERK - \$200 (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.**