

**TOWN OF KENT  
BUILDING DEPARTMENT**

25 Sybil's Crossing Kent Lakes New York 10512  
845-225-3900



# Application for Building Permit # \_\_\_\_\_

Location: \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Date \_\_\_\_\_

Owner: \_\_\_\_\_ Owners Address: \_\_\_\_\_

Phone #: H: \_\_\_\_\_ C: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: B: \_\_\_\_\_ C: \_\_\_\_\_ Email: \_\_\_\_\_

Architect: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: B: \_\_\_\_\_ C: \_\_\_\_\_ Email: \_\_\_\_\_

**Nature of Work:** New Bldg. / Shed \_\_\_ Addition / Deck \_\_\_ Alteration \_\_\_ Repair / Renovation \_\_\_  
Demolition \_\_\_ Supplement \_\_\_ HVAC \_\_\_ Pool \_\_\_ Septic \_\_\_ Well \_\_\_  
Other \_\_\_\_\_

*You must attach two sets of Plans & Specifications, Plot Plan or Survey showing all setbacks to property lines, Drainage & Soil Protection to neighboring parcels (if required), Contractors License, Liability & Workman's Compensation Insurance and Owner Consent( signed on the rear of this form)*

\* **Dimension of Building / Project:** Width \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_ # Stories \_\_\_\_\_

\* **Pre-Engineered Const. Matls.:** Truss Roof / Floor \_\_\_ Glue Lam./ LVL \_\_\_ Wood I Joist \_\_\_

\* **Building Use:** Commercial \_\_\_ Residential \_\_\_ Multiple Dwelling \_\_\_ Single Family \_\_\_ Other \_\_\_\_\_

\* **Plumbing:** Total # Fixtures \_\_\_\_\_ Heating Appliances \_\_\_\_\_ Toilets \_\_\_\_\_ Urinals \_\_\_\_\_ Sinks \_\_\_\_\_ Tubs \_\_\_\_\_  
Showers \_\_\_\_\_ Floor Drains \_\_\_\_\_ Dish Washer \_\_\_\_\_ Washing Machine \_\_\_\_\_ HVAC \_\_\_\_\_  
Drinking Fountains \_\_\_\_\_ Fuel Tanks \_\_\_\_\_ Water Heaters \_\_\_\_\_ Other \_\_\_\_\_

\* **Description of Work:** \_\_\_\_\_  
\_\_\_\_\_

\* **Proposed Construction Cost:** \$ \_\_\_\_\_ \* **Cost of Permit:** \$ \_\_\_\_\_

**Bldg. Fees:** \$50.00 – First \$1,000 + \$5.00 for every additional \$1,000 or fraction thereof based on Construction & Labor cost .

After the fact permits - fee cost x 2

**\*\* Signatures required on back page\*\***

**Plumbing Fees:** \$50.00 – for 5 fixtures - \$5.00 each additional fixture.

**Certificate of Occupancy (CO)** are not part of this permit fee. Every Permit must be closed out with a CO which is \$75.00

\_\_\_\_ APPROVED \_\_\_\_\_ DENIED Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

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**INSTRUCTION FOR APPLICATION FOR BUILDING PERMIT**

- A. Building permits must be closed out with a Certificate of Occupancy (except Demo) which has an additional cost.
- B. The work covered by this application may not be started before the issuance of a Building Permit.
- C. Upon approval of this application the Building Inspector will issue a Building Permit to the applicant together with approved, duplicate set of plans and specification. Such permit and approved plans shall be kept on site available for inspection throughout the process of work
- D. No building shall be occupied or used whole or in part for any purpose whatever until an application is made for a Certificate of Occupancy
- E. All electrical work be inspected by, and certificate of Approval obtained from New York Board of Fire underwriter or other agency or organization.

**Cost for the work described in the application for Building Permit include the cost of all the construction and other work done in connection therewith, exclusive of the cost of land. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of a certificate of Occupancy.**

APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the NYS Uniform Fire Prevention and Building Code for the construction of building, addition or alteration, or the removal or demolition, as herein described, the applicant agrees to comply with all applicable laws, ordinances and regulation.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Address of Owner

\_\_\_\_\_ hereby certifies that he/she is the applicant above named.  
*Owners name*

\_\_\_\_\_ is duly authorized to perform or have performed the said  
*Contractor / Agents name*  
work and to make and file this application; that all statements contained in this application are true to the best of my knowledge and belief, and that the work will be performed in the manner set forth in the application an in plans and specification filed herewith.

Witnessed by \_\_\_\_\_  
Signature of Contractor/ or agent

\_\_\_\_\_  
This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_