

Village of New Hempstead
Building & Zoning
108 Old Schoolhouse Road
New City, NY 10956
(845)354-8100 Fax: (845)354-7121

***PLEASE PRINT ON LEGAL SIZE PAPER OR SHRINK TO FIT**

TO: HOMEOWNER/BUSINESS OWNER

A certificate of occupancy must be used for the work covered by this building permit. All required inspections must be made in order for this certificate of occupancy to be issued and it is your responsibility to make sure that such inspections are made (including final electrical underwriters certificate).

We have experienced many problems with building permits having expired (the contractor paid and gone/homeowner not being aware they need a certificate of occupancy) and the work completed, but no certificate of occupancy issued. A lack of certificate of occupancy constitutes a violation and will cause serious problems when you decide to sell or refinance your home.

This Building Permit is good for one year, please make sure that a certificate of occupancy is issued before you use the area covered by the permit.

Please sign this form as an acknowledgement that you have read and understand the above. We will be happy to answer any questions you may have.

Homeowner's Signature

Date

Address: _____

Telephone

THE VILLAGE OF NEW HEMPSTEAD

108 OLD SCHOOLHOUSE ROAD

NEW CITY, NY 10956

(845)354-8100

BUILDING PERMIT- APPLICATION CHECKLIST

1. APPLICATION- COMPLETED
2. 2 COPIES OF ARCHITECTURAL SIGNED AND SEALED BUILDING PLAN INCLUDING BULK TABLE
3. 3 COPIES OF UPDATED SURVEY (PROPOSED DWELLING/ADDITION LOCATION TO BE SHOWN INCLUDING ANY EXISTING STRUCTURE TO BE REMOVED OR REMAIN.)
4. LETTER FROM APPLICANTS DESIGN PROFESSIONAL PROVIDING NARRATIVE SUMMERY.
5. CONTRACT SHOWING COST OF CONSTRUCTION
6. LICENSE, LIABILITY, WORKERS COMPENSATION, AND CONTACT FOR ALL CONTRACTORS
(certificate holder on certificate of insurer must be written as follows:
VILLAGE OF NEW HEMPSTEAD
108 OLD SCHOOLHOUSE RD.
NEW CITY, NY 10956)
7. AFFIDAVIT OF OWNERSHIP
8. HOMEOWNERS CONSENT AFFIDAVIT
9. CONTACT SHEET
10. FEES DUE (MAKE CHECKS PAYABLE TO THE VILLAGE OF NEW HEMPSTEAD)



CHECKLIST FOR PLOT PLAN

As per § 290-72(7) – Application for Building Permit

Property Address: _____ Block & Lot: _____

Plan Prepared By: _____ Plan Date/Rev: _____

Reviewed By: _____ Review Date: _____

OK	Req'd	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Provide tax section, block and lot and street address of subject property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Survey reference or filed map reference including the name of the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Bulk table with three (3) rows, Required, Existing and Proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Metes and bounds of all property lines and widths of rights of way to be shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Proposed structure shall be shown. Include any existing structures to be removed or remain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Dimensions of closest structure corners to property lines shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Driveway location, material and slope shall be shown. (Maximum slope of 12%).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Impervious surface ratios and building coverage shall be provided. <ul style="list-style-type: none"> ➤ Note: Credit will not be given for Maximum Impervious Surface coverage for any pervious materials used in driveways unless that driveway is explicitly dedicated to emergency access only.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. If the proposed impervious surface ratio is less than or equal to the impervious surface ratio allowed per zoning requirements, drainage design for the 25-year, 24-hour storm to be provided for the increase in impervious coverage. If the proposed impervious surface ratio is greater than the impervious surface ratio allowed per zoning requirements, drainage design for the 100-year, 24-hour storm is to be provided for the increase in impervious coverage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Existing and proposed contours to be shown (including swales).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Highest point on swale to be minimum of one (1) foot below the grade around foundation, swale to have a minimum slope of 1.5%.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Elevations of all corners of proposed dwelling.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Finish floor, basement and/or garage floor elevations to be shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Structure sewer location, material, inverts, size, and clean-outs to be shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. House water service connection to be shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Location of wetlands, bodies of water, or steep slopes where applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Soil erosion and sediment control methods shall be shown incl. clearing limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Rockland County Highway Department and/or NYSDOT driveway permit to be provided where applicable.

APPLICATION FOR BUILDING PERMIT
VILLAGE OF NEW HEMPSTEAD
108 OLD SCHOOLHOUSE RD.
NEW CITY, NY 10956
PHONE: (845)354-8100 FAX: (845)354-7121
EMAIL: RENOVATIONS@NEWHEMPSTEAD.ORG

Received: _____ PERMIT # _____

EXAMINED: _____ (2) FOR BUILDING: _____

APPROVED: _____ DATE (BUILDING): _____

DISAPPROVED FOR THE FOLLOWING REASONS: _____

INSTRUCTIONS

SUBMIT two (2) copies of a sealed drawing agreeing with the Ramapo Assessment Map, showing the size shape and location of any buildings on the property and the proposed building. This plot plan must show the name of the street on which the plot faces, and all setback dimensions.

SUBMIT two (2) copies of building plans (if cost is \$20,000.00 or area is 1,500 sq. ft. or more). These plans must show the signature and New York State License Number of the engineer or architect who is responsible for the plans.

SUBMIT two (2) copies of specifications if not fully covered in plans. Include State Energy Code Compliance Statement.

FEES: Your fees are based on cost of construction...not land. This office reserves the right to adjust any fee prior to Issuing the Certificate of Occupancy If it is shown that the original fee was not sufficient to cover the actual cost.

THE FOLLOWING SHOULD BE PRINTED IN INK:

I, _____, do hereby apply to the Village of New Hempstead
(owner)

Building and Zoning Department for a Building Permit as required by the Village of New Hempstead.

VALUE OF CONSTRUCTION \$ _____ FEE: _____ (leave blank)

IN WHAT ZONE IS PROPERTY LOCATED? _____ AREA OF LOT _____

ON WHAT STREET IS PROPERTY LOCATED? ON THE _____ (north, south, east, west) side of
_____, _____ FEET FROM THE INTERSECTION OF _____.

NATURE OF CONSTRUCTION: NEW _____ ALTERATION _____ ADDITION _____ ACCESSORY _____

CONTRACTOR'S NAME _____ R.C. Lic. # _____

PLUMBER'S NAME _____ R.C. Lic. # _____

ELECTRICIAN'S NAME _____ R.C. Lic. # _____

SIZE OF BUILDING:

	PRESENT	ADDITION	TOTAL
FRONT IN FEET	_____	_____	_____
REAR IN FEET	_____	_____	_____
DEPTH IN FEET	_____	_____	_____

LOCATION OF LOT BASED ON RAMAPO TAX MAP: SECTION # _____ LOT # _____

PRESENT USE CONSISTS OF _____

PROPOSED CONSTRUCTION CONSISTS OF _____

CONTRACTOR'S PHONE # _____

Village of New Hempstead }
County of Rockland } SS:
State of New York }

Please print full name, Post Office Address and Telephone Number:

_____ Telephone No. _____

certifies that he is the owner or agent for all that certain lot, place or parcel of land and/or building described in the application and if not the owner that he has been duly and properly authorized to make this application and to assume responsibility for the owner. In connection with this application and agrees that the Laws of the VILLAGE OF NEW HEMPSTEAD will be complied with as well as other proper regulations relating to the construction or use of the proposed buildings and the land described on this application.

SIGNED _____

REQUIRED INSPECTIONS OF CONSTRUCTION.....YOU MUST CALL FOR THESE

Other Inspections will be made In most cases but those listed below must be made or CERTIFICATE OF OCCUPANCY may be withheld. Do not mistake an unscheduled Inspection for one of those listed below. Unless a card is left on the job Indicating approval of one of these Inspections, it has not been approved and it is Improper to continue to work beyond that point. Any disapproved work must be re-inspected after correction and a re-inspection fee will be charged.

CALL TWO DAYS AHEAD FOR ALL INSPECTIONS TO AVOID DELAYS.

1. FOOTING: FORMS... when excavation is complete and forms are in place (before pouring).
2. FOUNDATION... check here for waterproofing, type of block, footing drains, Insulation as needed
3. PLUMBING UNDER SLAB... Cast iron, copper, etc.
- 4, GRAVEL UNDER SLAB...(usually combined with No. 8)...check for insulation as per Energy Code.
5. PLUMBING FINAL...this can be combined with final. All fixtures to be installed.
6. FRAME...call when the frame is complete including fire stop, bridging, collar ties, etc. before IT IS covered from inside.
7. PLUMBING FINAL.....this can be combined with final. All fixtures to be installed.
8. INSULATION...as per Energy Code.
9. ROUGH GRADING...All surface water should be directed away from the dwelling to an approved outlet. Street, lawn Inlet, drainage swale etc. this can be combined with final.
10. FINAL...Complete application for Certificate of Occupancy, produced certified plot plan and exhibit Fire Underwriters Laboratory Certificate. Building must be essential completed with all utilities working.

NOTE: Sewer disposal systems must be completely checked before, during and after construction, if in any doubt, contact this office. For public sewer connection, produce written approval by the Village of New Hempstead. Produce paid sewer usage fees from the Town of Ramapo.

FEES: See Village of New Hempstead Fee Schedule.

DO NOT WRITE BELOW THIS LINE

PERMIT NO: _____ ISSUED TO: _____

FOR THE FOLLOWING USE:

PREMISES LOCATED AT _____

SECTION # _____ LOT # _____ ZONE _____ COST OF CONSTRUCTION \$ _____

I have examined this application and the plans and plot plans that are a part of this application and find that they are In substantial compliance with the laws of the Village of New Hempstead and approve same for Issuance of a permit.

DATE OF ISSUE: _____

Building Inspector

The Village of New Hempstead
108 Old Schoolhouse Road
New City, NY 10956
(845)354-8100

- The Village requires a contract be submitted for file for the cost of construction attached to the Building Permit Application.

Contact Sheet

Owner

Name: _____

Address: _____

Phone: _____

Email: _____

Applicant (if different from Owner)

Name: _____

Address: _____

Phone: _____

Email: _____

General Contractor

License #: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Subcontractor (if homeowner is acting GC)

License #: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Plumber (if applicable)

License #: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Electrician (if applicable)

License #: _____

Name: _____

Address: _____

Phone: _____

Email: _____

VILLAGE OF NEW HEMPSTEAD

BUILDING & ZONING
108 OLD SCHOOLHOUSE RD
NEW CITY, 10956
(845)354-8100 FAX: (845)354-7121

OWNER'S CONSENT AFFIDAVIT

- 1. NAME OF PROJECT _____
- 2. NAME OF FEE OWNER _____ PHONE _____
ADDRESS _____
(Street No. & Name) (Post Office) (State) (Zip Code)
- 3. NAME OF APPLICANT _____ PHONE _____
ADDRESS _____
(Street No. & Name) (Post Office) (State) (Zip Code)

STATE OF NEW YORK)
COUNTY OF ROCKALND) ss:
VILLAGE OF NEW HEMPSTEAD)

..... BEING DULY SWORN, DEPOSES AND SAYS THAT HE RESIDES

AT
IN THE COUNTY OF IN THE STATE OF THAT
HE IS THE

OWNER IN FEE OF ALL THAT CERTAIN LOT, PIECE OR PARCELOF LAND SITUATED, LYING AND BEING IN
THE VILLAGE OF NEW HEMPSTEAD AFORESAIDAND DESIGNATED AS LOT NO..... IN SECTION.....
OF THE RAMAPO TAX MAP AND THAT HE HEREBY AUTHORIZES THE WITHIN APPLICATION IN HIS BEHALF
AND THAT THE SATEMENTS OF FACT CONTAINED IN SAID APPLICATION ARE TRUE, AND AGREES TO BE
BOUND BY THE DETERMINATION OF THE BOARD.

.....
(OWNER)

SWORN TO BEFORE ME THIS
..... DAY OF 20....

.....
.....
(MAILING ADDRESS)

NOTARY PUBLIC
COUNTY OF ROCKLAND

AFFIDAVIT OF OWNERSHIP

STATE OF NEW YORK)
COUNTY OF ROCKALND) ss:
VILLAGE OF NEW HEMPSTEAD)

_____, BEING DULY SWORN, DEPOSE AND SAY THAT I RESIDE AT _____
_____, IN THE TOWN OF RAMAPO, IN THE COUNTY OF ROCKLAND, IN
THE STATE OF NEW YORK AM THE OWNER IN FEE OF ALL THAT CERTAIN LOT, PIECE OR PARCEL OF
LAND SITUATED, LYING AND BEING IN THE TOWN OF RAMAPO, VILLAGE OF NEW HEMPSTEAD,
AFORESAID AND DESIGNATED AS LOT NO. _____ IN SECTION _____ .
TITLE WAS BY DEED DATED _____ FILED IN THE ROCKLAND COUNTY CLERK’S OFFICE IN LIBER _____
OF LAND RECORDS ON PAGE _____.

SWORN TO BEFORE ME THIS
..... DAY OF 20....

Owner:
.....
.....
(MAILING ADDRESS)

NOTARY PUBLIC

Article I Consultant Fees

[Adopted 5-22-2014 by L.L. No. 3-2014]

§ 143-1 Purpose.

The purpose of this article is to allow for reimbursement to the Village for the actual costs of consulting services with respect to the review of applications before its various boards and commissions for approval to utilize any property in the Village, including petitions for amendments to land use regulations. The Village has found that, in many instances where it would otherwise be appropriate, it fails to fully avail itself of expert consulting services because of the cost to the taxpayers in general. It is felt that it is more appropriate for the individual applicants to bear the cost of the review of their application in a manner which will assist the various boards and commissions of the Village in appropriately evaluating the potential impacts of those applications and how the applications fit within the Village's laws and ordinances.

§ 143-2 Escrow deposit required; expenditures.

- A. Notwithstanding any inconsistent provision of any local code, rule, regulation, law or ordinance, any Village board, entity or commission (reviewing board) where a permit or approval is required by local law, rule, regulation or ordinance or where a petition is submitted to amend a zoning or other land use provisions (For purposes of this article seeking approval for any of the foregoing shall be deemed an "application.") shall, before processing or reviewing any such application and permitting use of or construction on, under or adjacent to real property, require the applicant to deposit funds with the Village sufficient to reimburse the Village for all reasonable costs of planning, environmental, engineering, legal, architectural, accounting and/or other consultants deemed appropriate by each reviewing board utilized in connection with the review of any application. When an application is filed, the Village Clerk shall fix the amount of the initial deposit (escrow) to be made by the applicant. The Village's consultants shall invoice the Village no less frequently than monthly for services in reviewing each application and performing their duties with respect to such application. If at any time during the review process the amount of the escrow account falls below 50% of the initial escrow (as determined by the Village Clerk), then the applicant shall be required to submit an additional deposit to bring the total escrow up to the full amount of the initial deposit (as determined by the Village Clerk) unless the Village Clerk otherwise waives such requirement. Any failure to replenish the escrow shall be governed by § 143-4.
- B. In the event the amount held in escrow by the Village is more than the amount of the actual billing or invoicing, the difference between such amount and the actual billing or invoicing shall be promptly refunded to the applicant after final action is taken on the application.
- C. In the event the amount of escrow is less than the full amount actually charged by the Village's consultants, the applicant shall promptly pay any remaining balance.

§ 143-3 Review and payment of invoices; protests.

All invoices for fees charged to applicants by consultants shall be reviewed and approved by the Village Clerk as to reasonableness before payment by the Village, and the applicant shall be provided with copies of the invoices charged against the escrow deposit. In the event an applicant believes that the charges invoiced are excessive, the applicant may file a written protest to the Village Board, within 15 days of receipt of the invoice, questioning such invoice. The Village Board shall review the protest by the applicant and provide the applicant with a written response within 45 days of receipt of the protest.

§ 143-4 Failure to pay fees.

In the event an applicant fails to make any escrow payment required and/or fails to pay the full amount billed for consultant fees (as approved by the Village Clerk), the reviewing board shall adjourn any pending application and/or withhold final approval until such payment is made. In the event final approval has been granted and an outstanding balance for consulting fees (as approved by the Village Clerk) remains unpaid, the Building Inspector shall not grant a building permit and/or certificate of occupancy until payment of approved outstanding consulting fees has been made in full.

§ 143-5 Supersession of other laws.

- A. All laws, ordinances, rules and regulations of the Village are modified and superseded by this article with respect to their application to fees which may be charged with respect to applications for land use permitting or approvals.
- B. This article shall modify and supersede, with respect to the properties covered thereby, the provisions of Village Law Article 7, Executive Law Article 42, and Navigation Law Article 4 of the State of New York.



The Village of New Hempstead
Building Department

108 Old Schoolhouse Rd. • New City, NY 10956
• (845) 354-8100 • FAX (845) 354-7121 • Renovations@NewHempstead.org •

MEMO REGARDING PROFESSIONAL/CONSULTANT FEES

Please be advised if no escrow is given at the time of the building permit application submission for an addition or new construction any and all professional/consultant fees due will be billed out to the applicant.

(Acknowledgement of Applicant)

(Date)