



**Town of Rockland**  
**Building Department**  
P.O. Box 964, Livingston Manor, NY 12758  
(845)439-5450 ext.305

Submitted \_\_\_\_\_ 20\_\_\_\_  
Approved \_\_\_\_\_ 20\_\_\_\_

Sullivan County  
No. \_\_\_\_\_

## BUILDING APPLICATION

**INSTRUCTIONS:**

- a. This application must be completely filled in and submitted to the Code Enforcement Officer.
- b. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.
- c. This application must be accompanied by a complete set of plans showing proposed construction and complete set of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.
- d. The work covered by this application may not be commenced before the issuance of a building permit.
- e. Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
- f. No building shall be occupied or used in whole or in part for any purpose whatever until an application is made for and a Certificate of Occupancy shall have been granted by the Building Department.

Location: \_\_\_\_\_  
(Give street number, name, side & distance from nearest cross street)

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit pursuant to the New York State Building Construction Code for the construction of buildings, additions or alterations, or for mobile or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.**

Name & address of owner: \_\_\_\_\_

Owner's Telephone #: \_\_\_\_\_

State whether applicant is owner, architect, engineer or builder: \_\_\_\_\_

Name & address of applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

If owner or applicant is a corporation, give names and titles of two officers and signature of duly authorized officer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. State existing use and occupancy of premises and intended use and occupancy of proposed construction:
  - a. Existing use and occupancy \_\_\_\_\_
  - b. Intended use and occupancy \_\_\_\_\_
2. Nature of work (check which is applicable): New Building \_\_\_\_\_ Repair \_\_\_\_\_  
Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Mobile \_\_\_\_\_ Demolition \_\_\_\_\_
3. Estimated Cost\* \_\_\_\_\_ Fee \_\_\_\_\_ (to be paid on filing application)
4. If dwelling, number of dwelling units \_\_\_\_\_ If garage, number of cars \_\_\_\_\_

**BUILDING PERMIT APPLICATIONS  
MUST BE ACCOMPANIED BY THE FOLLOWING:**

1. Certified plans of structure from a licensed engineer or architect.
2. Certified plans for septic systems if required.
3. Sub-surface sewage disposal plans must indicate tax map number, adjoining landowners, as well as distances of house, septic tank and leaching field from all property lines.
4. Indicate whether the building will contain a woodstove or fireplace.
5. NYS Energy Code Certification.
6. Certificate of Insurance.
7. Application fee.
8. Appropriate permit from Town Clerk if constructing a driveway.

**RATES FOR BUILDING CONSTRUCTION:**

- For construction costs of up to \$15,000 -----\$ 50.00  
(Plus \$3.00/thousand above \$15,000).
- All construction work started without filing for a permit will be charged the regular fee plus \$100.00
- Mobile Home (same as dwellings) by construction cost.
- Mobile Home, in parks (per unit)-----\$ 50.00
- Final Certificate of Occupancy Inspections-----\$ 50.00
- Septic System Construction-----\$ 50.00
- Wood Stove Installation----- \$ 50.00
- Special Use Permits----- \$ 50.00

All certification letters, record searches on violations, flood letters, Certificate of Occupancy letters, road ownership, abstract requests (per item)-----\$ 50.00

**VARIANCES:**

- Residential for special use and variances (PLUS MAILING COSTS)----\$ 50.00
- Commercial application for special use & variances -----\$100.00
- Accessory use permit for cell towers-----\$250.00  
(PLUS MAILING, LEGAL, ENGINEERING AND CONSULTANT COSTS)

SUBDIVISIONS-----\$80 fee plus \$10 for each lot