



Village of Cornwall-on-Hudson  
Building Department

325 Hudson Street  
Cornwall-on-Hudson, NY 12520  
[www.cornwall-on-hudson.org](http://www.cornwall-on-hudson.org)  
845-534-4200 ext.319  
845-534-3965 Fax

DO NOT WRITE IN THIS SPACE  
Permit or C/O, C/C# \_\_\_\_\_  
Date: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FOR BUILDING PERMIT**

**INSTRUCTIONS**

- a. This application must be completely filled in by ink and submitted in duplicate to the Building Inspector.
- b. **This application must be accompanied by two plot plan diagrams drawn to scale** locating clearly and distinctly all buildings and wetland (lakes, ponds, streams, swamps, marsh, etc), whether existing or proposed, and indicate all set-back dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot.
- c. **This application must be accompanied by two complete sets of plans drawn to scale showing proposed construction and two complete sets 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 Building Permit.
- e. Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with approved duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection by the Building Department.
- f. If a Zoning Board of Appeals variance was issued, submit a copy with this application.
- g. Workman's Compensation and Liability Insurance to be submitted by contractor with application.

**APPLICATION IS HERBY MADE for the issuance of a Building Permit, the applicant agrees to comply with all applicable laws, ordinance and regulations.**

Name of Owner of Premises \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_

Name of Architect/Engineer \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_

Name of Contractor \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_

Name of Applicant and Title: \_\_\_\_\_

Location of property on which proposed work will be done (Street) \_\_\_\_\_

Tax Map # (SBL) \_\_\_\_\_ Zoning District: \_\_\_\_\_

State existing use and occupancy of premises: \_\_\_\_\_

Nature of work (check all applicable):  Addition  Alteration  Conversion  Deck  Demolition  Fireplace/Stove  Garage  
 Hot Tub  New Bldg  Porch  Septic System  Shed  Sign  Swimming Pool  Wetlands  Other (list) \_\_\_\_\_

Specify in detail proposed construction with square footage calculations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When work is completed set-backs will be: Front yard from property line \_\_\_\_\_ Rear Yard \_\_\_\_\_  
Side Yards \_\_\_\_\_ % of lot to be covered by bldg \_\_\_\_\_

Estimated Cost\* \_\_\_\_\_ Fee \_\_\_\_\_

\*Costs for the work described in the Application for Building Permit include the cost of all the construction and other work done in connection with it. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy. **Checks made payable to Village of Cornwall-on-Hudson.**

Signature of Applicant \_\_\_\_\_

**For Office Use Only:**

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_ Permit Approved On: \_\_\_\_\_  
Approved for: \_\_\_\_\_  
\_\_\_\_\_  
Denied On: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_  
\_\_\_\_\_  
Building Inspectors Signature: \_\_\_\_\_