

**VILLAGE OF SOUTH BLOOMING GROVE  
BUILDING PERMIT APPLICATION**

Application is hereby made to the Building Department for the issuance of a Building Permit pursuant to the Code of the Village of South Blooming Grove and the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations. **PLEASE READ THROUGH THE APPLICATION AND ANSWER QUESTIONS THOROUGHLY.**

**Application Requirements (PERMIT APPLICATION WILL NOT BE REVIEWED IF REQUIREMENTS ARE NOT MET)**

1. Permit must be filled out completely. Incomplete applications will not be reviewed until all applicable sections are filled out.
2. Each permit application must be accompanied by (2) hardcopy sets of the property survey/plot plan showing all existing structures and proposed structures, additions and/or alterations. Permits for miscellaneous projects shall be accompanied by a sketch showing proposed locations, setbacks and dimensions.
3. Each permit application must be accompanied by two (2) hardcopy sets of building plans stamped and signed by a NYS licensed design professional. One (1) PDF copy must be emailed to [buildinginspector@vosbg.com](mailto:buildinginspector@vosbg.com).
4. Two (2) hardcopy sets of specifications shall also be required if not covered by building plans. One (1) PDF copy must be emailed to [buildinginspector@vosbg.com](mailto:buildinginspector@vosbg.com).
5. If the property was purchased within the last 6 months, provide documentation.

**CHECKLIST: All must be checked prior to submitting permit application to the Building Department**

<input type="checkbox"/> PLANS AND SPECIFICATIONS	<input type="checkbox"/> PROJECT DESCRIPTION IN DETAIL
<input type="checkbox"/> SURVEY AND/OR SKETCH	<input type="checkbox"/> INSURANCE (WAIVERS OR CERTIFICATES)

**PROPERTY INFORMATION:**

Street Address: \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Zone District: \_\_\_\_\_ Property Size (Acres): \_\_\_\_\_

**OWNER INFORMATION:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**APPLICANT INFORMATION (Check here if same as owner ):**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**PROJECT DETAILS (check all that apply):**

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Other: \_\_\_\_\_  
New \_\_\_\_\_ Alteration \_\_\_\_\_ Addition \_\_\_\_\_ Accessory \_\_\_\_\_ Demo \_\_\_\_\_ Other \_\_\_\_\_ Electric \_\_\_\_\_

Description: \_\_\_\_\_

Will planned project include Outdoor Lighting? YES or NO (circle one)

\*If the answer is YES, your proposed plan or project MUST conform with Village Code Chapter 235-66.

Project Cost: \_\_\_\_\_ Permit Fee (see Fee Schedule on page 2): \_\_\_\_\_

## PERMIT FEE SCHEDULE

### **Residential:**

- A) **\$1.50** per square foot **plus \$50.00**
- B) Septic review: **\$250.00** (separate check)

### **Commercial:**

- A) **\$2.50** per square foot **plus \$50.00**
- B) Septic review: **\$250.00** (separate check)

### **Existing Structure – Alterations / Renovations:**

- A) **\$1.25** per square foot **plus \$50.00**

### **Garage – Attached / Detached:**

- A) **\$0.85** per square foot **plus \$100.00** (copy of survey/plot plan showing setbacks is required)

### **Accessory Structures:**

- A) Up to 140 square feet: **\$100.00**
- B) Over 140 square feet: **\$100.00 plus \$0.25** per square foot

### **Miscellaneous Improvements:**

- A) Demolition: **\$250.00**
- B) Deck / Porch: **\$0.75** per square foot **plus \$50.00**
- C) Electrical Improvements / Alterations (including HVAC and generators): **\$150.00**
- D) Roof Mount Solar: **\$100.00 plus \$0.50** per square feet of solar panels
- E) Sign: **\$100.00**
- F) Soil Movement: **\$250**
- G) Oil Storage Tank Removal / Abandonment or Install / Replacement: **\$200.00**
- H) Tent: **\$50.00**
- I) Solid Fuel Burning Appliance Installation / Replacement: **\$150.00**
- J) Roof: **\$100.00 or 1% of estimate cost over \$10,000**
- K) Conversion From Oil to Gas: **\$150.00**
- L) Fire Safety Inspection: **\$100.00**
- M) Fire Safety Re-Inspection: **\$50.00**
- N) Expired Permit Fee: **\$125.00**

### **Septic System Replacement / Modification:**

- A) New / Major Repair: **\$300.00**
- B) Tank Replacement: **\$200.00**
- C) Leach Field Replacement: **\$200.00**
- D) Minor Repair: **\$75.00**

### **Wells:**

- A) New: **\$200.00 per well plus \$400 escrow per well (separate checks) for well(s) 1-5**
- B) New: **\$400.00 per well plus \$800 escrow per well (separate checks) for well(s) 6-10**
- C) Redrill: **\$175.00**
- D) Repair: **\$125.00**

**Certificates Upon Completion:** The fee for a Certificate of Compliance shall be \$50.00 in addition to the fees above. If changes are made to the project throughout the duration of the project that would change the permit fee, adjustments to the permit fee will be made prior to issuance of any certificates. There shall be no additional charge for a Certificate of Compliance.

**ENGINEER OR ARCHITECT INFORMATION:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Contractor must supply a copy of their Liability Insurance Certificate and Worker’s Compensation Certificate. The Village of South Blooming Grove shall be named as additional insured/certificate holder on each. No permit will be reviewed or issued unless this is provided.

**If you are the owner of the property and will be performing the work described on this permit (you will not be paying anyone or any company to do any work), please provide a copy of your homeowner’s insurance and sign below:**

I, \_\_\_\_\_, certify that I am the owner of the property listed on this application. I will be performing all of the work under this application and/or I will be receiving help from volunteers that will not be financially compensated. I agree that I am responsible for the wellbeing of myself and any volunteers performing any work under this application and understand that is it a violation of the Code of The Village of South Bloomingburg to hire any contractor or workers without the insurance coverages listed above.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DIMENSIONS OF NEW CONSTRUCTION – RESIDENTIAL OR COMMERCIAL**

Overall Dimensions (Length x Width x Height): \_\_\_\_\_  
Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_  
Garage (attached or detached & # of cars include sq ft): \_\_\_\_\_  
First Floor Sq. Ft: \_\_\_\_\_ Second Floor Sq. Ft: \_\_\_\_\_  
Total Square Footage: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Total Fee Due: \_\_\_\_\_ Balance: \_\_\_\_\_  
Check or Money Order#: \_\_\_\_\_  
Permit No.: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_  
REVIEWED BY: \_\_\_\_\_  
DATE APPROVED: \_\_\_\_\_  
DATE DISAPPROVED: \_\_\_\_\_  
REASON: \_\_\_\_\_  
REFERRED TO: \_\_\_\_\_

Accepted Payments: Check or money order made payable to The Village of South Blooming Grove. All payments are due with application before review.

\*Please call our office 845-782-2600 or check our website [www.villageofsouthbloominggrove.com](http://www.villageofsouthbloominggrove.com) for our complete list of permit requirements.