

**VILLAGE OF FLORIDA  
BUILDING PERMIT APPLICATION**

**Accepted payments: check or money order made payable to The Village of Florida all payments due with application before review.**

Application is hereby made to the Building Department for the issuance of a Building Permit pursuant to the Code of the Village of Florida 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.

**Date:** \_\_\_\_\_

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

\_\_\_\_\_ **PLAN OR SKETCH IF NECESSARY**      \_\_\_\_\_ **PROJECT DESCRIPTION IN DETAIL**  
\_\_\_\_\_ **SURVEY SHOWING SETBACKS**      \_\_\_\_\_ **INSURANCE (WAIVER OR CERTIFICATE)**

**IF YOU HAVE PURCHASED THIS PROPERTY WITHIN LAST 6 MONTHS-PROVIDE DOCUMENTATION**

**SITE DATA:**

**Section/Block/Lot:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Street Location:** \_\_\_\_\_

**PROJECT:**

\_\_\_\_\_ **New**      \_\_\_\_\_ **Existing**

\_\_\_\_\_ **Accessory Building – with electric Yes or No**

\_\_\_\_\_ **Swimming Pool/ Hot Tub (see pool packet)**

\_\_\_\_\_ **Solar Panels (Roof Mount or Ground Mount)**

\_\_\_\_\_ **Deck/Porch: Rear      Side      Front**

\_\_\_\_\_ **Fence: Front      Rear      Side      Height** \_\_\_\_\_

\_\_\_\_\_ **Roof Replacement (re-roof)**

\_\_\_\_\_ **Woodstove/Pellet Stove/Fireplace**

\_\_\_\_\_ **Finished Basement – (provide layout sketch)**

\_\_\_\_\_ **Additions – (Provide NYS stamped plans & Detail description)**

\_\_\_\_\_ **Renovations – (Provide scope of work in detail)**

\_\_\_\_\_ **Electrical – Upgrading, extending or altering wiring system**

\_\_\_\_\_ **Removal, Abandonment or Installation of Oil Tanks**

\_\_\_\_\_ **Dwelling or Commercial Building**

\_\_\_\_\_ **Other:** \_\_\_\_\_

\_\_\_\_\_ **Renewal of Permit#:** \_\_\_\_\_

**DESCRIPTION:**

**SIZE:**

\_\_\_\_\_ **ABOVE OR IG**      \_\_\_\_\_ **X**

\_\_\_\_\_ **# of Panels** \_\_\_\_\_ **Sq.Ft.** \_\_\_\_\_

\_\_\_\_\_ **Size:** \_\_\_\_\_

**APPLICANT INFORMATION: (Owner Authorization is required if applicant is not property owner)**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**\*Please call our office 845-651-7626 or check our website [www.VillageofFloridaNY.org](http://www.VillageofFloridaNY.org) for our complete list of permit requirements**

**OWNER INFORMATION:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Zone District: \_\_\_\_\_  
Property Size/Acreage: \_\_\_\_\_

**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 Workman's Compensation Certificate naming The Village of Florida as Certificate Holder. No permit will be reviewed or issued unless this is provided.**

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

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Depth: \_\_\_\_\_  
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#: \_\_\_\_\_

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