

Roof Replacement

Building Permit Application- Needed for any work for any part of the roof system, from rafter replacement, replacing shingles, shingling over existing shingles, replacing roof sheathing, and ice and water shield /tar paper. The application must be completed and signed by the owner of the property, or the owner may designate an agent to act on his/her behalf authorizing the agent to obtain and be responsible for all matters pertaining to said permit, by signing a letter to that effect.

Owner of the property- must submit proof of ownership by a copy of the deed.

Roofing details - Need to submit the size of the roof and list of materials to be used including flashing, felt paper, plywood. Include a snow/ice barrier to extend from the eave's edge to at least 24" inside the interior wall line of the building. Ice and water shield must be installed in valleys.

Workers' Compensation and Liability Insurance- Proof of insurance must be submitted from the contractor at the time of application. The Town of Lloyd is to be named certificate holder on the form. An exempt form can be submitted if there are no employees. A homeowner can get an exempt form at the Building Dept. Contractors with no employees can an exempt form on the website www.wcb.state.ny.us



Building Permit Application

Town of Lloyd

12 Church St., Highland, NY 12528

845-691-2144 x112

Please supply **ALL** relevant data below. Please follow submission checklist to make sure you are submitting all required information. **Any missing information will result in a delay of the issuance of the permit.**

DATE OF APPLICATION: _____ BUILDING PERMIT # _____

JOB ADDRESS: _____

SECTION-BLOCK-LOT # _____ COST OF CONSTRUCTION: _____

Proposed Structure Size: _____ Setbacks to Property Lines: Front ____ Rear ____
Left ____ Right ____

JOB DESCRIPTION: _____

OWNER OF PROPERTY: _____ TENANT: _____

Mailing Address: _____

Contact Name, Number and email: _____

Contractor Name and Address: _____

Contact, Number and email: _____

The owner of the property covered by this application and the undersigned applicant agree to conform to all applicable laws of this jurisdiction, and NYSFP&BC, to adhere to the approved plans and specifications, and to permit the Code Enforcement Officer and Deputies to enter upon to inspect the property at all reasonable times.

Signature of Owner/Authorized Agent

Print Name of Owner/Authorized Agent

TO BE COMPLETED BY THE BUILDING DEPARTMENT

REVIEWED BY: _____ DATE APPROVED: _____

APPROVED BY: _____

FEE: \$ _____ CHECK # _____

MEMORANDUM OF UNDERSTANDING

Owner of record: _____

Address: _____

Tax Map SBL#: _____

Building permit # for this application: _____

The owner of this property covered by this application and the undersigned applicant agree:

1. To conform to all applicable laws of this jurisdiction and the NYS Fire Protection and Building Code.
2. To adhere to plans and specifications affixed hereto.
3. To permit the Building Inspector or the Deputy Building Inspector to enter upon to inspect the property at all reasonable times.
4. I understand and agree that all work that is covered prior to inspection shall be required to be uncovered for inspection.
5. I have read and understand the instructions on the Building Permit application.
6. Prior to application for Certificate of Occupancy, I understand that I will have to submit a certified "As Built" drawing, stamped by a New York State Licensed Land Surveyor, Licensed Professional Engineer, or Registered Architect.
7. The "As Built" drawing shall show all structures on the lot and the distances to the lot lines, the elevations of the first floor of the principal or new structure, location and contours of any structures controlling stormwater run-off and the location of any catch-basins on the property. Waiver from this requirement is issued only at the discretion of the Building Department Director.
8. **I understand and acknowledge that state and local laws prohibit "any type of occupancy" without a Certificate of Occupancy (or Certificate of Compliance) being issued by the Town. Substantial fines and penalties can be accrued.**

Applicant's Signature

Date

Letter of Agent

I, _____, am the owner of
the property located at, _____,
Highland, NY identified as Tax Map SBL # _____.

I hereby authorize _____
to act as my agent in an application for _____.

Check all that apply:

_____ Town of Lloyd Planning Board

_____ Town of Lloyd Zoning Board of Appeals

_____ Town of Lloyd Building Dept.

Print Name _____

Signature _____

Date _____