

## **INSTRUCTIONS FOR BUILDING PERMIT**

1. Application is to be typed or legible print.
  - Section, Lot, Block must be completed and verified by resident.
2. The following must be submitted with the permit application.
  - Copy of survey and or site plan.
  - Copy of sketch or plan drawn to scale with all information of project attached with plan.
  - Architect stamped plans for projects in excess of \$10,000.00.
  - Certificate of insurance from contractor and or homeowner.
3. The Building Permit application must be signed and notarized.
4. Permit fee check is made payable to “THE VILLAGE OF GREENWOOD LAKE”.
5. Colored Cardboard permit must be displayed in a location that is visible from the street.
6. Colored Cardboard permit must be returned upon completion of the project to close out the building permit. (SEE # 8 BELOW)
7. Permit is valid for 6 months and **must be renewed** for an additional 6 months from the original date of approval for a total of 12 months.

### **Inspection schedule:**

*All inspections must be scheduled 24 hours in advance, with a follow up call to confirm the morning of the inspection including the Permit Number, Name, and Address of the resident at (845) 477-9217 between the hours of 8:00 am and 12:30 pm.*

### **Required Inspections:**

1. Footings, before pour after rebar and forms are installed.
2. Foundation, after installation of footing drains, and water proofing before backfill.
3. Rough framing, exterior sheeted, interior walls framed, and completed roof.
4. Rough plumbing, including air test on waste and vent lines.
5. Fireplace and chimney as per manufactures specifications.
6. Insulation, walls, ceilings, floors. Including windows and doors.
7. All electrical inspections are to be completed by outside agency with certification before a Certificate of Occupancy will be issued.
8. Final inspection is needed before a Certificate of Occupancy or Certificate of Compliance is issued after all work has been completed and the Colored Cardboard permit is returned.

### **NEW SEPTIC SYSTEMS:**

1. All inspections are to be completed by the Village Engineer and schedule 1 week before inspection.