



CITY OF PORT JERVIS
BUILDING DEPARTMENT
14-20 HAMMOND STREET
P.O. BOX 1002
PORT JERVIS, NEW YORK 12771
TELEPHONE: (845) 858-4080
FAX: (845) 856-6913

RETAIN FOR YOUR FILES

1. Complete attached application for Building Permit and Certificate of Occupancy/Compliance.

Please read carefully.

2. Items needed to submit with application:
 - a. Plot plan showing property and building location with setbacks
 - b. Complete diagram(s) of work with description of materials for general work, electric and plumbing.
 - c. Certificate of Insurance from each contractor showing compensation and liability coverage. Homeowners, if you do the work yourself, submit a proof of property liability coverage.

3. REQUIRE INSPECTIONS

a. Building Inspector:

1. Excavation
2. Footings
3. Foundation
4. Before Pour of
5. Rough Framing
6. Insulation
7. Interior Finish
8. Fire System, smoke
Detection & related items
9. Fire Separation
10. Boiler
11. Final Inspection
12. Handicap Accessibility

Plumbing Inspector:

1. Under Slab Plumbing
2. Rough Inspection,
including services
3. Heating System
4. Final Inspection

Electrical Inspector:

1. Construction Service
2. Rough Inspection
3. Final Inspection
4. As Deemed Necessary

PLEASE BE ADVISED THAT ALL PLUMBING AND ELECTRICAL WORK MUST BE PERFORMED BY A PERSON, BUSINESS OR AGENT OF SAID BUSINESS LICENSED BY THE CITY OF PORT JERVIS UNLESS OTHERWISE SPECIFIED BY THIS DEPARTMENT.

PLUMBING AND/OR ELECTRICAL CONTRACTORS WILL BE NOTIFIED FOR VERIFICATION OF JOB. LACK OF VERIFICATION COULD RESULT IN \$300.00 FINE PAYABLE TO PORT JERVIS CITY COURT.

**CANCELLATION OF BUILDING PERMIT AFTER PERMIT FEES HAVE BEEN PAID
WILL RESULT IN A 10% ADMINISTRATIVE FEE FROM THE PAID PERMIT FEE.**

4. Any work in excess of \$20,000 or effecting the structural safety or public safety, **MUST** have plans signed and stamped by a licensed New York State Architect or Engineer.
5. You **MUST** obtain a final Certificate of Compliance from the New York Board of Fire Underwriters and from the local Plumbing Inspector. A Certificate of Occupancy/compliance from this office is required as your final step after completion of all work.
6. Every Building Permit shall expire if the work has not commenced within three (3) months after the date of issuance or has not been completed twelve (12) months from such date. One six (6) month extension may be authorized. If work is not completed after the six (6) month extension, a new Building Permit must be obtained and the permit fee is twice the amount of the original fee.
7. It shall be the responsibility of the applicant and/or property owner to know and adhere to all local and state codes relating to the work included under this permit.

CALL BEFORE YOU DIG! New York Industrial Code requires 2 working days' notice before you dig, drill or blast.

UNDERGROUND UTILITIES CALL CENTER 1-800-245-2828