



TOWN OF LLOYD BUILDING PERMIT APPLICATION

Please supply all **RELEVANT** data below.
Any missing information will result in a delay of the issuance of the permit.

Application Date: _____ Building Permit# _____
Job Address: _____
Section Block & Lot: _____ Zone: _____
Project Description (please be specific and describe fully): _____

Cost of Construction: _____

Setbacks to property lines: FRONT ____ LEFT-SIDE ____ RIGHT-SIDE ____ REAR ____ AREA ____

Proposed Structure Size: _____ Plot Plan Attached Survey Attached
(required for new structures)

*Wetlands Present on Property? Yes No

*Has DEC JD been issued? Yes No

**Floodplain(s) Present on Property? Yes No

**Is Project Area in Floodplain? Yes No

Property Owner: _____ Occupant/Tenant if different: _____

Mailing Address: _____

Phone: _____ Email: _____

Contractor: _____

Contractor Address: _____

Contractor phone: _____ Contractor Email: _____

Electrician's Name: _____ Ulster County Electrical License #: _____

*To check for wetlands on a property,

1. Environmental Resource Mapper on the NYS DEC website and choose "Informational Freshwater Wetland Mapping" layer to show. If there are wetlands on the project property, you must apply to the DEC for a Jurisdictional Determination (JD) [<https://dec.ny.gov/nature/waterbodies/wetlands/freshwater-wetlands-program/freshwater-wetland-jurisdictional-determination>]
2. National Wetland Inventory maps [<https://www.fws.gov/program/national-wetlands-inventory/wetlands-data>]

**To check if the project is in a Floodplain:

1. FEMA Flood Map Service Center [<https://msc.fema.gov/portal/home>]. If the project is in a floodplain, a floodplain permit must be submitted to the Building Department. Forms for floodplain permits can be found at the Building Department and online at the Town of Lloyd's website.

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.



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Type of Construction (circle one):

Masonry Wood Frame Steel Other

Number of Stories: _____ Dwelling Units: _____ Bedrooms: _____ Bathrooms: _____ Garage: _____

Private Septic: UCHD Permit? Final signoff required prior to CO or CC.

Private Well: Well log and water quality test required prior to CO or CC.

Municipal Sewer: Copy of Approved Application from Water/Sewer required if new service.

Municipal Water: Copy of Approved Application for Water Service required if new service

Fire Alarm System: Yes No Fire Alarm Monitored? Yes No

Sprinklers? Yes No

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Signature of Owner/Authorized Agent*

Print Name

Date

TO BE COMPLETED BY THE BUILDING DEPARTMENT

NYS Environmental Mapper Checked: Yes -No

FEMA FIRM Checked: Yes -No

Zoning Compliant: Yes -No In Zone: _____

REVIEWED BY: _____ DATE APPROVED: _____

APPROVED BY: _____

FEE: \$ _____ CHECK # _____

*Authorized agent allowed with "Letter of Agent" form



Town of Lloyd

Letter of Agent

I, PRINT OWNER'S NAME, am the owner of the real property located at _____ Highland, NY 12528 identified as Tax Map SBL# _____

I hereby authorize _____

doing business as _____

to act as my agent in an application for _____ PERMIT TYPE _____

[If owner is an LLC or other type of corporation, supply name, address, phone an email of principal member of the LLC below]

LLC or Corporate Principal Member: _____ PRINT NAME _____

Principal member mailing address: _____

Principal member phone: _____

Principal member email: _____

Check all that apply:

Town of Lloyd Planning Board

Town of Lloyd Zoning Board of Appeals

Town of Lloyd Building Department

Owner or Principal Member Signature
(notarized)

Print Name

Date

State of _____)
County of _____)ss.:

On the _____ day of _____ in the year _____, before me, the undersigned notary public, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public



MEMORANDUM OF UNDERSTANDING

Owner of record: Print Name _____

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 Prevention and Building Code.
2. To adhere to plans and specifications affixed hereto.
3. To permit the Building Inspector(s) or the Deputy Building Inspector(s) to enter upon to inspect the property and work 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 understood the instructions on the Building Permit application.
6. Prior to application for Certificate of Occupancy or Certificate of Compliance, I understand that I will have to submit a certified an "As Built" survey, stamped by a NYS licensed Land Surveyor, showing all structures, utilities, objects of interest or reference, distances to lot lines, elevations of the finished first floor (or basement if finished), locations and contours of any structures controlling stormwater or erosion run-off and the location of any catch-basins on the property.
7. 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 or other penalties can be accrued.

Applicant Signature

Print Name

Date



TOWN OF LLOYD
 Building Department
 12 Church Street, Highland, NY 12528
 Office: (845) 691-2144 opt 3
 Fax: (845) 691 6672

Building Permit Application Intake Checklist

Date: _____

Address of Property _____ SBL _____

Date Received **Intake Initials**

COMPLETED & Signed Application

- Letter of Agent (if not property owner applying for permit) _____
- Signed Memorandum of Understanding _____
- Fee _____
- Copy of Deed _____
- Proof of Workers' Compensation Insurance (C105.2 form) _____
- Proof of Liability Insurance (with Town of Lloyd as co-insured "Town of Lloyd, 12 Church Street, Highland, NY 12528" _____
- Ulster County Electrical License _____
- Specifications of Design **OR** 2-Sets of Stamped Construction Plans including foundations _____
- Survey or Plot plan showing all setbacks _____
- Energy Compliance (Res Check) report must be attached and signed by architect or engineer _____
- Manual "J" Load Calculations _____
- UCHD Waste Disposal System Approval (New house and bedroom additions or new commercial structures as required) _____

Note that the permit fee will be determined when application is submitted and must be paid to begin review process.

Checks should be made payable to '**TOWN OF LLOYD**'.

Failure to supply all required information will delay the issuance of the permit.