



# ***Village of Brewster***

***50 Main Street  
Brewster, New York 10509***

***Putnam County***

***Incorporated 1894***

***845-279-3760 Fax 845-278-7653***

## ***Office of Code Enforcement***

### **INSTRUCTIONS FOR ACCEPTING BUILDING PERMIT APPLICATIONS**

#### **STARTING WORK WITHOUT A PERMIT CARRIES A PENALTY OF \$250 PLUS THE COST OF THE PERMIT.**

1. COMPLETELY FILLED OUT APPLICATION WITH TAX MAP #, CONTRACTORS LICENSE # WITH DESCRIPTION OF WORK.
2. CERTIFICATE OF LIABILITY & WORKMAN'S COMP.
3. NOTORIZED OWNERS CONSENT FORM UNLESS PROPERTY OWNER SUBMITS FORM OR IS DOING THE WORK THEMSELVES.
4. SKETCH DRAWING OF WORK AS NEEDED IF WORK IS OVER \$10,000.00. A LICENSED ARCHITECT OR ENGINEERING OR ENGINEER STAMP & SEAL WILL BE REQUIRED!!
5. PERMIT FEE SCHEDULE IS ONLINE OR WE CAN DETERMINE COST IN OFFICE.
6. CATALOG CUT SHEET OF MECHANICAL EQUIPMENT SHOULD BE SUBMITTED WITH APPLICATION FOR FURNACES, BOILERS, AND H.V.A.C. EQUIPMENT AND PLUMBING RISER DIAGRAM.
7. PROPANE & GAS PERMITS NEED TO HAVE PLUMBING APPLICATION. FILL OUT (2) SETS OF APPLICATIONS WITH A PIPING DIAGRAM.
8. SUBMIT PROPERTY SITE SURVEY IF INSTALLING FENCES, SHEDS, DECKS, PORCHES OR ANY ADDITIONS UNDER \$10,000.00. A DRAWING WITHOUT AN ARCHITECT STAMP OR SEAL CAN BE ACCEPTED.