

VILLAGE OF GRAND VIEW STEPS TO OBTAIN A BUILDING PERMIT

1. **First step – call our building inspector** and discuss your plans before you pound a nail or remove a tree. Tel #(845) 348-0747, voice mail/fax. Changes to properties and structures, including both new construction, enlargement, alteration, modification, improvement, conversion, renovation or remodeling, most often require that a permit be issued before construction is started.
2. **Begin** by filing an “Application for Zoning Approval” – This form (specific to the East and West side of River Road) helps identify whether application to the Zoning Board or Planning Board is required. **Also,**
3. In most instances, submit an Application for a Building Permit, in duplicate, to the Building Inspector. Include 2 sets of sealed plans by architect or engineer, or copies of survey if outdoor work. It is helpful to include a short narrative along with your proposed plans.
4. After the application has been reviewed by the Building Inspector you will be informed if additional information will be required, such as SEQR form, review by the Zoning Board of Appeals, Site Plan review by the Planning Board, or if a Special Permit will be required.
5. If the Building Inspector requires no additional information, he may issue a Building Permit subject to the possible review by the Village Engineer or other consultants he may need for further information.
6. When the Building Inspector finds that the work outlined in the permit application will not comply with the current Zoning Ordinance, the applicant will be so notified as to the reasons for this non-approval. Copies of Village Zoning Code are available for purchase and we suggest you obtain a copy.
7. With this application rejection, the applicant may now apply to the Planning Board or Zoning Board of Appeals at a Public Hearing for a resolution of the variance needed for the Building Permit.
8. If the application is for a new structure or an alteration that will change the ground level outline or “footprint” of an existing building or lot, the applicant must first receive Site Plan approval from the Planning Board after a Public Hearing.
9. All building or structural plans will be subject to review by the Building Inspector for compliance with the latest edition of the New York State Uniform Fire Prevention and Building Code.
10. In most cases, plans will be subject to review and approval by Rockland County Planning Department and Rockland County Highway Department.
11. During construction, the Building Inspector will inspect all phases of the work and upon satisfactory completion, issue a Certificate of Occupancy.
12. You are entitled to a timely disposition of your request. Please help us, and yourself, by asking or meeting with our Building Inspector before you commence any work.