

## Applicant's Notary Page

---

**Instructions:**

1. This application must be completed in full and submitted to the Code Enforcement Office.
2. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram, which is part of this application.
3. The application must be accompanied by (3) complete sets of plans showing a proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical, and plumbing installations.
4. The work covered by this application may not be commenced before the issuance of a permit.
5. Upon approval of this application, the Code Enforcement Office will issue a permit to the applicant together with approved set of plans and specifications. Said permit, approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
6. Each permit that is issued is required to have a certificate of occupancy or Certificate of Compliance issued. No buildings shall be occupied or used in whole or in part for any purpose whatsoever until a certificate of occupancy shall have been granted by the Code Enforcement Office.
7. The applicant/ owner is responsible for compliance with all other state and federal regulations.
8. The code enforcement officer is required to inspect the site prior to the issuance of the permit during the course of construction. An inspection schedule is attached for your convenience; however additional inspections may be necessary.
9. As applicant you agree to accept all responsibility for the reimbursement of engineering or consulting fees relating to plan review and/or project inspections required by the City.
10. All permits require proof of NYS workers compensation insurance naming the City of Port Jervis Certificate holder. If work is to be done by the homeowner and insurance waiver is attached. If you are a contractor who is exempt from NYS workers compensation a waiver form must be submitted. **The forms are available at: [www.web.ny.gov](http://www.web.ny.gov)**

---

State Of New York,

County Of \_\_\_\_\_

\_\_\_\_\_, Being duly sworn and disposes' and says that he/she is the applicant named. He/she is the \_\_\_\_\_ (Contractor, agent, corporation officer, owner, etc.) of said owner or owners, and duly authorized to perform or have performed the said work and to make and file this application that all statements contained in this application are true to the best of my knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

---

(Print name)

---

Public Notary

---

(Signature of Applicant)