



AMENDMENT APPLICATION

Application No _____ Taken by _____ Date filed _____

PART A

To be completed by applicant. Print clearly.

1. **Permit number:** _____ (Number of the permit to be amended as it appears on the permit card. An expired permit may **not** be amended)

2. **Type of amendment:** (check all applicable boxes) Extension of Permit Change of Contractor
 Minor Change in the Scope of Work Other _____

3. **Type of Permit to be Amended:** (check one box) Building Equipment Demolition

4. **Location of work:**

Address _____
Map page _____ Block _____ Lot(s) _____ Zone _____

5. **Proposed amendments:** (Submit specific information) _____

6. **Drawings to be superseded, replaced or added in the approved set of plans:**

Page N° of drawings to be superseded: _____

Page N° of drawings to be replaced: _____

Page N° of drawings to be added: _____

7. **Additional estimated cost:** _____ (for amendment to building or equipment permit)

8. **Additional floor area of demolition:** _____ (for amendment to demolition permit only)

The APPLICANT is the PERSON who will sign the applicant's affidavit. The applicant may be the owner or a duly authorized agent. If the owner is a corporation, the name of the corporation IS the name of the owner.

Owner's name: _____ tel.: _____ fax: _____

Address: _____ city/state/zip: _____

e-mail: _____

Applicant's name: _____ tel.: _____ fax: _____

Address: _____ city/state/zip: _____

e-mail: _____

Architect/Engineer: _____ Company name: _____

Address: _____ city/state/zip: _____

tel.: _____ fax: _____ e-mail: _____

PART B- APPLICANT'S AFFIDAVIT

State of New York
County of Westchester

_____ being duly sworn, deposes and says: that _____
Print Name of Applicant -Footnotes 1 & 2. *Print Name of Owner- Footnotes 1 & 3*
is the owner in fee of the premises to which this application applies; that he/she (applicant) is duly authorized to make this application; and that the statements contained herein are true;

Sworn to before me this _____
Day of _____ 20_____

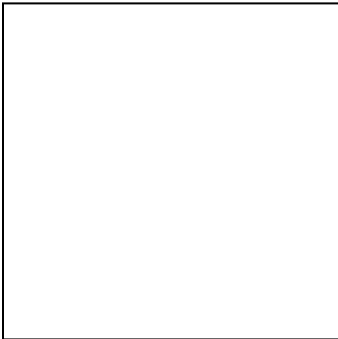
Signature of Applicant- Footnotes 1 & 2

Signature of Notary/Commissioner of Deeds

- 1. *If the owner is the applicant, he/she shall print his/her name as both where requested, and sign as applicant.*
- 2. *If the owner is a corporation, the applicant shall be a principal officer of the corporation or a duly authorized agent.*
- 3. *If the owner is a corporation, the name of the corporation shall then be listed on the application as the owner.*

PART C-AFFIDAVIT OF ARCHITECT OR PROFESSIONAL ENGINEER

I, _____, hereby state that I personally prepared or
Name of Architect/Engineer-Printed
supervised the preparation of the plans submitted with this application, and that the work shown therein complies with the provisions of the New York State Uniform Code and Energy Code, 2020 edition, the Mount Vernon Zoning Code, and all other applicable laws and regulations,



Signature of Architect/ Engineer

Date

Seal (seal must be legible)

(For official use only)

Application fee _____	Receipt no _____	Date _____
Additional fee _____	Receipt no _____	Date _____
Legalization fee _____	Receipt no _____	Date _____

Approved by _____	Date _____
<i>Commissioner/Deputy Commissioner</i>	

Items to Submit for an Amendment Application

Failure to submit ALL the items listed below will result in the denial or in a delay in the approval of your permit.

For more information check our web site at CMVNY.COM/BUILDINGS

1. Completed application form. The form must be typewritten or **LEGIBLY** printed.
Parts A and B must be completed by the applicant.
Part C must be completed by the licensed design professional when applicable- see item 4 below.
2. Letter of authorization, signed by owner and notarized, naming applicant as owner's agent for the filing of this application; or,
Legal proof that the applicant is a Principal Officer of the Corporation or an authorized agent.
One of these documents is required **if the applicant is not the owner** of the property.
3. For Extension of Permit or Change of Contractor: completed Contractor Information Form and Contractor's insurance certificates.
4. Three sets of Construction Documents, 18×24 inches minimum and 30×42 inches maximum, prepared by the New York State licensed design professional of records – (**only** required for Minor Change in the Scope of Work which alters the **approved** Construction Documents).
Once the amendment is approved, the registered design professional or designated agent shall staple the approved amended pages to the original approved set and cross out, date and mark **SUPERSEDED** the drawing pages that are rendered invalid by the amendment. **The amendment will not be effective until the pages are inserted into the original sets of approved plans.**
Any changes from the approved plans, made during construction, shall be filed as an amendment and shall become an integral part of the approved plans. At completion of the work, the approved set of plans, including the approved amendments, shall become the final as-built plans required to close the permit and obtain a certificate of occupancy, a certificate of tenancy or a letter of completion.
5. Approved set of Construction Documents. The set will be returned to you after the approved amended pages are stapled in as described in item 4.
6. Copy of permit.
7. **Fee: Cashier's (bank) check or money order only; made payable to the City of Mount Vernon.**
The amendment fee is \$125.00, plus
 \$10.00 for every \$1,000.00 of additional cost for existing one- and two-family dwellings
 \$15.00 for every \$1,000.00 of additional cost for all other uses.

The amendment must be signed approved before you can proceed with the amendment work. Except for an amendment filed for a minor change in the scope of work of permit, you *will* receive a new permit . The permit must be conspicuously posted and the approved amended set of plans available at the job site.



CONTRACTOR INFORMATION FORM

See instructions. Print clearly.

Application No _____ Taken by _____ Date filed _____ Permit N° _____

PART A- GENERAL INFORMATION

The APPLICANT is the PERSON who will sign the applicant's affidavit. The applicant may be the owner or a duly authorized agent. If the owner is a corporation, the name of the corporation IS the name of the owner.

1. Location of work (address): _____

Map page _____ Block _____ Lots _____ Zone _____

2. Applicant's name: _____ tel.: _____ fax: _____

Address: _____ city/state/zip: _____

e-mail: _____

3. Construction company name: _____

Permit holder's name: _____ Title: _____

Business phone: _____ fax: _____ Cell phone: _____

Address: _____ city/state/zip: _____

e-mail: _____

PART B- CONTRACTOR'S AFFIDAVIT

State of New York
County of Westchester} ss.:

_____ being duly sworn, deposes and says: that he/she is the
Name of permit holder -Printed
Permit Holder, duly authorized by the owner of the property, to perform the work proposed under this permit; and,

That the work will be performed in accordance with the New York State Uniform Fire Prevention and Building Code, the City of Mount Vernon Building and Zoning Codes, and all other applicable law, codes and regulations whether or not shown on the permit, the construction documents and/or specifications; and that he assumes responsibility for all acts and work performed by Sub-Contractors, Laborers and Material men in connection with the work performed.

The undersigned further states that he/she will obtain any permit or approval required from other City, County, State and/or Federal agency, as may be required for the completion of the work to be performed under this permit; and

The undersigned also states that he/she will adhere to, and comply with, all construction and demolition safeguards and regulations enforced by the City, County, State and/or Federal government whether or not specifically listed in the permit or the construction documents.

Sworn to before me this _____
Day of _____ 20 _____

Signature of Permit Holder

Signature of Notary/Commissioner of Deeds

PART C-APPLICANT'S AUTHORIZATION

State of New York
County of Westchester} ss.:

_____, hereby states that _____
Name of Applicant- Printed-Footnotes 1 & 2. *Name of Owner- Printed-Footnote 1.*
is the owner of the property, and that he/she authorizes the contractor named in this document to perform the work proposed under this application.

Sworn to before me this _____
Day of _____ 20_____

Signature of Applicant

Signature of Notary/Commissioner of Deeds

- 1. If the owner is the applicant, he/she shall print his/her name as both where requested, and sign as applicant.
- 2. If the owner is a Corporation, the applicant shall be a principal of the Corporation or a duly authorized agent.
- 3. The applicant shall be the applicant who applied for the permit to which this form applies.

PART D- AFFIDAVIT OF OWNER PERFORMING THE WORK

FOR WORK TO BE PERFORMED ON A RESIDENCE WITH 4 OR LESS DWELLING UNITS BY THE OWNER WHO RESIDES AT SAID RESIDENCE

State of New York
County of Westchester} ss.:

_____, being duly sworn, deposes and says: that he/she is the owner
(Owner's name- Printed)
of the property to which this application applies, that he/she resides at the premises, and that he/she is not required to show specific proof of Worker's Compensation insurance coverage because he/she will be performing all the work proposed in the subject application, and will not hire, pay or compensate in any way the individuals that may help perform the work;

The undersigned also agrees to acquire appropriate insurance coverage as required for any contractor performing work in the City of Mount Vernon, N.Y., if he/she decides to hire or pay individuals to perform the work;

The undersigned further states that he/she assumes responsibility for all acts and work performed by him or any individuals helping to perform the work, and that the City of Mount Vernon is hereby free and clear of any and all claims incident to contracting work done by him/her and any individuals helping to perform the work.

Sworn to before me this _____
Day of _____ 20_____

Signature of Owner

Signature of Notary/Commissioner of Deeds

CONTRACTOR INFORMATION FORM INSTRUCTIONS

The following documents and fees must be submitted before the permit can be released to the permit holder or his representative:

- a. Completed Contractor's Information Form, signed and notarized by each interested party;
- b. Certificates of insurance, labeled as specified below;
- c. Copy of Westchester County Home Improvement license, for work on residence buildings with 4 or less dwelling units.
- d. Permit fee and all associated fees must be paid.
- e. Fee for letter of completion, certificate of occupancy or tenancy, as applicable, must be paid.

Note that it is the responsibility of the permit holder –“the Contractor”- to retrieve the permit and (1) post it conspicuously at the work site, (2) have the approved plans available at the work site, (3) request and pass the required inspections and have the inspection report signed off by the appropriate inspectors, (4) return the signed inspection report with the request for a the letter of completion, or the application for a certificate of occupancy or certificate of tenancy, as applicable, at the completion of work.

IF WORK IS TO BE PERFORMED BY A CONTRACTING COMPANY OR CONTRACTOR

NOTE: The Permit Holder is the general contractor.

a. Completed Contractor Information Form:

Part A and B must be completed for work to be performed by the permit holder;
Part C must be completed by the property owner.

b. Certificates of Insurance:

The “**Department of Buildings** of the City of Mount Vernon, Roosevelt Square, Mount Vernon, NY 10550” shall be named **certificate holder** on each certificate.

1. Liability insurance certificate, naming the **City of Mount Vernon as additional insured**, and listing the location of the work.

The minimum coverage shall be \$50,000.00 / \$100,000.00 for personal injury, and \$5,000.00 / \$25,000.00 for property damage. No deductible is permitted.

There should be provision for ten days notice for changes in policy or cancellation.

2. Worker's Compensation insurance certificate: form **BP-1, SI-12, U-263, C-105.2** or **GSI-105.2**.
Note that for demolition, the certificates of liability and Worker's Compensation insurance shall specifically certify coverage for demolition work.

And,

Disability insurance certificate: form **DB 120.1** or **DB 155**, or

3. **If the work is only performed by the owner(s) of the contracting company**, a waiver from the Worker's Compensation Board, form **CE-200**, may be submitted in lieu of Worker's Compensation and disability insurance certificates.

IF WORK IS TO BE PERFORMED ON A RESIDENCE WITH 4 OR LESS DWELLING UNITS BY THE OWNER WHO RESIDES AT SAID RESIDENCE:

NOTE: The Permit Holder is the Homeowner.

a. Completed Contractor's Information Form: Part A, B, and D must be completed for work to be performed by the owner/permit holder;

b. Certificate of Homeowner Insurance, listing the Department of Buildings as certificate holder and naming the **City of Mount Vernon as additional insured**. The certificate shall specifically list “for work at the premises” and the names of any individual who may help with the work.

c. Proof that the owner resides at the premises.