

Village of Ravena
Building Department
15 Mountain Rd.
Ravena, NY 12143
Phone: (518) 756-8201
Fax: (518) 756-8356
buildingdept@villageofravena.com



Joseph J. Burns Sante DeBacco
Building/Fire Inspector Asst. Building/Fire Inspector

Mobile Home Installation Permit Application Information

NOTE: Job is not to be started until permit is picked up and paid for.

1. **Application:** must be completely filled out on the computer or in ink. All applicants must submit a copy of the deed to the parcel.
2. **Plot Plans:** Plot Plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas and a detailed description of layout of property must be drawn on the included diagram. (See page 5)
3. **Building Plans:** submit two (2) sets of plans showing proposed construction, along with two (2) complete sets of specifications. Plans and specs shall describe the nature of the work to be performed, the material and equipment being used and installed, and details of the structural, mechanical, electrical, plumbing and heating installations.
4. **Electrical:** A permit and certificate of approval must be obtained from a third party electrical inspection agency for all electrical work. The permit must be obtained before starting any electrical work.
5. **Costs:** Costs for the work described in the Application for Building Permit include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of land. If the final cost shall exceed the estimated cost, an additional fee may be required.
6. **Changes:** Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans.
7. **Insurance Requirements:** Contractors – Certificates of Insurance providing proof of Contractor's Liability (Acord form), Workers Compensation and Disability Benefits coverage, naming the Village of Ravena Certificate Holder, must be on file before any release of permit. Acord forms are not acceptable proof of NYS workers' compensation or disability benefits coverage.

Once the application is turned in, an average turn-around time for permit approval is seven to ten (7-10) business days, depending on the current workload. Incomplete applications will be returned thus prolonging the review process.

Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with the approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.

Inspections: Once the job is started, inspections should be requested **24 hours** in advance. To make appointments call the Village of Ravenna Building Department Monday-Friday from 9am-2pm.

Note: Inspections by the Building Department are required at the following schedule:
(You must call for Inspections.)

1. Footings before pouring concrete.
2. Foundation walls before pouring concrete.
3. Final survey map that shows the exact location of the new foundation.
4. Foundation inspection before backfill.
5. Plumbing, heating, framing, and electrical inspections are to be conducted before any closing in of the framework.
6. Insulation inspection.

When all work is completed, final inspection is required by the Building Department. No use of the structure is permitted without a Certificate of Occupancy or Certificate of Compliance being issued by the Building Department.

Application for Certificate of Occupancy (CO): Upon completion, if a CO is required, an application for the same must be filled out and signed by the OWNER, ARCHITECT, ENGINEER, OR QUALIFIED SUPERINTENDENT. Applications are available at the Building Department. All fees that are owed to any Village Department shall be paid prior to CO being issued.



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For Building Inspector Use:
 Tax Map #: _____
 Permit #: _____
 Permit Fee: \$ 25
 Insurance Cert: Liability Workman's Comp
 CE-200 Date _____ or Owner Occupied 439
 Permit: Approved Denied ZBA
 CO or CC Date: _____

Application for Mobile Home Installation Permit

**A PERMIT MUST BE OBTAINED BEFORE STARTING WORK
 RESIDENTIAL PERMIT EXPIRES IN TWELVE (12) MONTHS
 ALL PERMITS REQUIRE A FINAL INSPECTION**

Address of proposed work: _____ **Estimated Cost:** \$ _____

Property Owner's Name _____
 Address _____

 Phone _____ Cell _____

(if different than owner:)
 Applicant's Name _____
 Address _____

 Phone _____ Cell _____

Existing Use of Property _____

 Proposed Use _____

Zoning District: _____

Name of Compensation or General Liability
 Carrier & Policy #: _____

Lot Size: _____ Area: _____
 Existing Building Size: _____
 New Building Size: _____
 Building Height _____ Ft. _____ stories
 Floor Area _____ Sq. Ft.
 Cubic Volume _____ Cu. Ft.

NOTE: With the issuance of this permit the Building Inspector, his Assistant, or Code Enforcement Officer having jurisdiction under the Codes of The State of New York and The Energy Conservation Construction Code of The State of New York has permission of the owners and or the contractors upon the showing of proper credentials and in the discharge of their duties may enter upon any building, structure or premise covered by this permit at any reasonable hour and no person shall thus interfere with the performance of their duties. All applicable inspections as required by the

Building Inspector or his Assistants shall be completed according to the schedule attached at the time of issuance of the permit.

Prior to use of any structure covered under this permit a Certificate of Occupancy or a Certificate of Compliance must be issued by the Building Department.

Signature of Owner, Applicant or Agent

Date

Printed Name of Owner, Applicant or Agent

Please submit the following with your application:

- Copy of Deed
- Plot Plans (2 Copies)
- Building Plans (2 Copies)
- Building Specifications (2 Copies)
- Required Insurance Papers

For Building Inspector use:

This application is hereby approved disapproved and permission granted refused for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above.
Reason for refusal of permit: _____

Dated _____

Building Inspector

Plot Diagram

Mobile Home Park Name _____
 Dimensions of Project _____

Lot # _____

Proposed Mobile Home _____x_____
 Shed _____x_____
 Deck _____x_____
 Other _____x_____

New Building Yards: Zoning-Set Back
 (Fill in measurements on plot diagram)

Front Yard Depth _____
 Right Side Yard Width _____
 Left Side Yard Width _____
 Rear Yard Depth _____

Complete sketch of lot and adjoining lots showing all structures, distances between all structures, and distances to lot lines:

Application form must be accompanied by specifications of the proposed mobile home and installation plans, or shed/deck construction plans as applicable.

 Signature

 Date

For Building Inspector Use Only:

Building Department Review:

 Building Inspector Signature

 Date
