

VILLAGE OF NEWPORT PERMIT APPLICATION

Applicant's name: _____

Mailing address: _____

Phone number: _____

Name of property owner if different from applicant: _____

Mailing address: _____

Phone number: _____

Project address: _____

Tax Map Number, this information is on your Village tax bill:

Contractor's name: _____

Mailing Address: _____

Phone number: _____

Description of work: _____

Estimated cost of construction: _____

Zoning district classification: _____

Existing use and occupancy classification: _____

Proposed use and occupancy classification: _____

Is the proposed project located in wetlands: _____

Is the proposed project located within a flood plain: _____

Complete the following for new construction, enlargement, relocation and additions:

Type of construction: _____

Existing building area (square feet): _____

Proposed building area (square feet): _____

Building height (feet): _____ Stories: _____

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Distance to property line (feet);

Front: _____ Rear: _____

Side: _____ Side: _____

1. Three sets of plans, drawings and specifications relating to the construction or alteration of buildings or structures must accompany the permit application. The plans, drawings and specifications must be stamped with the seal of a licensed, registered architect or professional engineer and signed. Farm buildings, single-family residential buildings fifteen hundred square feet or less and alterations costing \$10,000.00 or less may not require a stamp and signature. If alterations involve the structural safety or public safety of the building or structure a stamp and signature is required.
 2. The applicant may request that the requirement of plans, drawings and specifications be waived where the work to be done involves minor alterations or where such plans, drawing and specifications are otherwise unnecessary.
 3. The applicant must submit proof that the required workers compensation and disability coverage and liability insurance has been obtained.
 4. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code and Zoning Law. The authority conferred by such permit may be limited by conditions, if any, contained therein.
 5. The applicant shall notify this office of any changes in the information contained in the application during the period for which the permit is issued.
 6. The permit issued shall be prominently displayed on the property or premises to which it pertains.
 7. The permit issued may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code, Zoning Law or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
 8. Work for which a permit has been issued shall be inspected at appropriate stages of the project. Work shall be inspected prior to enclosing or covering any portion thereof and upon completion of each stage of construction or demolition, including but not limited to building location, site preparation, excavation, foundation, framing, superstructure, electrical, plumbing, heating, ventilation and air conditioning. It shall be the responsibility of the owner, applicant, or their agent to inform this office that the work is ready for inspection and to schedule such inspection.
 9. The project shall be subject to periodic inspections for compliance with the Uniform Code and Zoning Law.
 10. Any work on the project that is violation of the Uniform Code or Zoning Law shall stop until this office is satisfied that such violations have been corrected.
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11. Upon the completion of all work for which a permit has been issued, the property owner shall obtain a certificate of occupancy or completion. No building or structure described in this application shall be used or occupied, except to the extent provide in this permit, until a certificate of occupancy or completion has been issued.
12. A third party inspection may be required for work performed at this project. The inspector should be a registered architect, licensed engineer or other person whose experience and training has been demonstrated to the satisfaction to this office. Such inspector shall certify the results of his inspection to this office. The cost of the inspection and certification shall be the responsibility of the owner, applicant, or their agent.
13. All building permits shall expire one year from the date of issuance or upon the issuance of a certificate of occupancy or upon the issuance of completion, whichever occurs first. A building permit may, upon written request, be renewed for successive one-year periods.
14. All zoning permits shall expire six months from the date of issuance. A zoning permit may, upon written request, be renewed for successive six months periods.
15. A fee schedule for the required permit may be obtained from the Village Clerk or online.
16. Check or money order payable to Village Clerk, Village of Newport is the only acceptable form of payment.

I hereby certify that I have read and understand this application and know the same to be true and correct. All work shall be executed in strict compliance with the permit application, plans, drawings and specifications and the Uniform Code and Zoning Law. All provisions of laws and ordinances covering this type of work shall be complied with whether specified hereto or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any federal, state or local law or other rule or regulation regulating construction or land use or performance of construction.

Signature of Applicant: _____ Date _____

Print name: _____

The following is to be completed by the Code Zoning Enforcement Officer:

Code Enforcement Officer: _____ Date _____

Fee: _____

Payment by: _____

Permit number: _____
