

**ROOF PERMIT APPLICATION**  
**VILLAGE OF MALONE**

343 WEST MAIN STREET  
MALONE, NY 12953  
[code@villageofmalone-ny.com](mailto:code@villageofmalone-ny.com)  
Phone: 518-483-4570/Fax: 518-481-6737

**FOR OFFICE USE ONLY**

Tax Map ID #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Application # \_\_\_\_\_ Permit #: \_\_\_\_\_

Invoice # \_\_\_\_\_ PAYMENT METHOD \_\_\_\_\_

PERMIT FEE \$ \_\_\_\_\_ DATE PAID \_\_\_\_/\_\_\_\_/\_\_\_\_

RECEIVED BY \_\_\_\_\_

Application is hereby made to the Building Inspector for the issuance of a Building and Zoning Permit pursuant to the Village of Malone Zoning Ordinance and the 2020 International Codes as adopted by New York State for the construction of buildings, structures, renovations, alterations, demolitions, fences, electrical, change in use, and pools.

**Note: Read all instructions on permit. The applicant is responsible for accurate information.**

Any questions regarding this permit should be directed to the Village of Malone Code Department at (518) 483-4570 (Office) or by email [code@villageofmalone-ny.com](mailto:code@villageofmalone-ny.com).

Address of Work Site: \_\_\_\_\_

ESTIMATED COST \$ \_\_\_\_\_

Description of Project/Special Specifications being done:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Existing Material on Roof: \_\_\_\_\_ How many layers: \_\_\_\_\_

New Material: \_\_\_\_\_ Approx. year building was built: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owners Address: \_\_\_\_\_

## INSTRUCTIONS:

**WORK ON THIS APPLIED FOR PROJECT MAY NOT START UNTIL A PERMIT HAS BEEN ISSUED.**

### PLEASE CONFORM TO THIS IMPORTANT NOTICE

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the 2020 International Codes as adopted by New York State, the Code of Ordinances of the Village of Malone, and all other applicable codes, rules or regulations.
2. Owner hereby agrees to allow the Code Enforcement office to inspect the sufficiency of the work being done pursuant to this permit, provided however, that such inspection(s) is (are) limited to the work being conducted pursuant to this permit and any other non-work-related violations which are readily discernable from such inspection(s).
3. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation and Disability Insurance Certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection Services. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form C-105.21, attached hereto.
4. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material, lead and other environmental hazards.

#### NYS Industrial Code Rule 56 Asbestos

An asbestos survey is required for **all renovation, remodeling, repair and demolition of all interior and exterior building materials.** As per NYS Industrial Code Rule 56, asbestos material must be abated by licensed contractors utilizing certified asbestos handlers, **with the exception of owner-occupied single-family homes, where the owner may remove the asbestos.** However, it is not recommended that the owner remove asbestos. The owner could potentially expose themselves, their family, and neighbors to asbestos fibers if correct engineering controls and work methods are not utilized during the abatement. For further information and updates, please see the NYS website at: [www.labor.ny.gov](http://www.labor.ny.gov).

I have read and understand the asbestos survey requirements. Initial \_\_\_\_\_

5. This permit does not include any privilege of encroachment in, over under, or upon any village street or right-of-way.

**I am the owner/representative of the owner of the property in the Village of Malone, New York described in this application. I hereby apply for a permit to perform the work described in this application and on attached plans, specifications, and other documents. I will comply with all provisions of applicable ordinances, codes, and regulations in the performance of this work whether specified herein or not. Any amendment to this application, plans, specifications, or other documents upon which this permit was issued will be filed with the code office for approval before such changes are made in the actual work. I hereby understand that all work must be inspected and approved by the code officer. I understand that it is my full responsibility to call and schedule the 8 needed inspection times throughout the project for completion. I certify that every person performing work on the permitted project will comply with all applicable codes, ordinances, and regulations. By my signature I certify I have read and understand the above paragraph.**

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

# DESIGNERS AND CONTRACTORS

General Contractor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Workman's Compensation Policy on File [ ] Workman's Compensation Exemption Provided [ ]

Lead Paint Certified Renovator # \_\_\_\_\_ exp. date \_\_\_\_\_

## For Office Use:

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

This is to certify that I have investigated this application and find same (to be) (not to be) in accordance with the provisions of the state and local ordinances, relating to buildings in the Village of Malone and that the same has been ( ) APPROVED ( ) DISAPPROVED On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signed \_\_\_\_\_

Code Enforcement Officer

Zoning District: \_\_\_\_\_ Use Type: \_\_\_\_\_ Work Type: \_\_\_\_\_

Construction Type: \_\_\_\_\_ IBC Version: \_\_\_\_\_

Year Building was Built: \_\_\_\_\_ Year Project area was Built, if different: \_\_\_\_\_

Reason for Refusal:

Incomplete application

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At a meeting of the Board of Trustees of the Village of Malone held on \_\_\_\_\_, this application for a building permit was accepted subject to the provisions of the Village of Malone.

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Date

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Village Clerk