

***INCORPORATED VILLAGE OF ROCKVILLE CENTRE
BUILDING DEPARTMENT***

RESIDENTIAL MAINTAIN BUILDING PERMIT

This permit is an application that allows a homeowner to maintain existing residential construction (work that has already been done, either by the present or previous homeowner). The items you will need in order for us to process this application are as follows:

REQUISITES FOR PERMIT

- Completed RVC Building Application form – from Building Department.
- Architect's application to Maintain – signed and sealed by a New York State Architect.
- Two (2) copies of an accurate and legible survey of your property.
- Energy Code Calculations per *New York State* Building Code requirements, effective as of 7/1/2010.
- Two (2) detailed construction drawings of the work to be done stamped by a New York State architect or engineer. .
- If electrical work was done, an Electrical Inspection application must be filed by a RVC licensed electrician and submitted with the application. Otherwise, an affidavit of no electrical must be submitted - from Building Department.
- Affidavit of no plumbing (if applicable) – from Building Department.
- Check for permit fee. **Note:** All application fees in excess of \$2000 must be paid for by certified check.
- If the permit is for an alteration which is determined to be habitable space, an additional check must be submitted, made payable to the Village of RVC for a Certificate of Occupancy. If the alteration is for non-habitable space a check in the amount of \$85 must be submitted, payable to the Village of RVC for a Letter of Completion.