

Village of Montebello
Building & Zoning Department
One Montebello Road
Montebello, N.Y. 10901
(845) 368-2491* Fax (845) 368-2044

Mailbox Structure Permit Application Instructions

1. Type or print application in duplicate.
2. Submit duplicate detail of Mailbox Structure including footings.
3. Copy of Contractor's Home Improvement License, Workman's Compensation & Liability Insurance.
4. Survey of property showing where mailbox Structure is to be built.

Name on Permit: _____

Section & Lot No.: _____ Zone: _____

Permit Number: _____ Height of Mailbox Structure: _____

Property Owner: _____ Phone Number: _____

Address of Owner: _____

Street Address of Structure: _____

Width & Depth Dimensions of Structure: _____

Cost of Construction: _____ Fee: _____

Contractor's Name & Telephone Number: _____

Applicant's Signature: _____ Date: _____

Date: _____

Building Inspector

Village of Montebello
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To Homeowner:

A Certificate of Occupancy/ Use must be issued for the structure covered by this building permit. All required inspections must be made in order for this Certificate of Occupancy/Use to be issued and it is your responsibility to make sure that such inspections are made, as well as a certified survey done by a New York State Licensed Engineer showing the location of the structure as built. We have experienced many problems with building permits having expired, contractors paid and gone, work completed, but no Certificate of Occupancy/ Use issued. A lack of Certificate of Occupancy/ Use constitutes a violation and will cause serious problems when you decide to sell or refinance your home.

This building permit is good for two years. Please make sure that a Certificate of Occupancy/ Use is issued before you use the area covered by the permit.

Please sign this form as an acknowledgement that you have read and understand the above.

HOMEOWNER'S SIGNATURE: _____

ADDRESS: _____

DATE: _____