



**TOWN OF FALLSBURG
CODE ENFORCEMENT OFFICE**

Member: New York State Building Officials Conference, Inc.

5250 Main St
South Fallsburg, NY 14883
(845) 434-4343
Fax: (845) 434-4343

H.O.A. Building Permit Permission Form

I, [board member] _____,

have received a request from, [applicant] _____

The owner of unit # _____, SBL# _____

located at [property name] _____

for a [purpose of request] _____

Having reviewed the applicants request the association has decided to:

Check Box:

Approve with the following conditions _____

Denied _____

I assert that I am a board member of the homeowners association and this matter has been discussed with other board members and this is the decision of the majority of the board.

Signed _____ Title _____

Print Name _____

Phone Number _____ Date _____

Attention!

The Code Enforcement Office must be made aware when new board members are elected or replaced.

The names, phone numbers and mailing addresses of all board members should be updated regularly in the event of an emergency and to prevent any confusion or delays in the permit process.

Please add a copy of this required information on a separate sheet along with this form to avoid delays in the permit process.