

**Mollie Messenger**

Code Enforcement Officer



5250 MAIN STREET  
SOUTH FALLSBURG  
NEW YORK 12779  
(845) 434-8811

**TOWN OF FALLSBURG  
CODE ENFORCEMENT OFFICE**

Member: New York State Building Officials Conference, Inc

**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.