

PROCEDURES TO FOLLOW FOR APPLICATION FOR A BUILDING PERMIT

1. Three (3) copies of the Building Permit applications shall be picked-up at the Building Department.
2. The completed applications shall be **signed in blue ink** by the property owner or a notarized **Letter of Authorization** from the property owner giving permission to their architect, attorney or contractor to act on their behalf, then returned to the Building Department along with three (3) copies of **UP-TO-DATE SURVEY** and three (3) **COPIES OF THE PLANS.**

If the survey is more than one-year old, a notarized statement from the property owner must be written or typed on the survey stating the following:

**THE SURVEY WHICH IS BEING SUBMITTED IS
"AS THE PROPERTY CURRENTLY EXISTS."**

THE SURVEY MUST SHOW ALL THE SET-BACKS AND DIMENSIONS OF ANY AND ALL EXISTING STRUCTURES AS WELL AS THE PROPOSED WORK.

LOT COVERAGE AND STRUCTURE (S) ELEVATIONS MUST BE INDICATED ON APPLICATION ALONG WITH TOPOGRAPHICAL, IF NEEDED.

An Architect and/or Professional Engineer shall stamp and sign all plans if the proposed work cost is more than \$10,000.

3. The **CONTRACTOR MUST BE LICENSED WITH WESTCHESTER COUNTY.**
The **CONTRACTOR'S LICENSE NUMBER MUST BE SHOWN ON THE APPLICATION WHERE INDICATED.**

If at the time of submission a Contractor **HAS NOT BEEN SELECTED OR IF THE PROPERTY OWNER IS THEIR OWN CONTRACTOR,** then the property owner is required to submit their Homeowners Insurance information. **(SEE SECTION III ON THE APPLICATION).**

4. Signature of the applicant and the signature of notary must be originals. **PHOTO COPIES CANNOT BE ACCEPTED BY LAW.**
5. Application is reviewed by the Building Inspector and is then either approved or denied. The Building Inspector has **TEN (10) WORKING DAYS** to review the application. Longer time may be necessary for review, if plans have to be sent to either the County or State for review and/or approval.

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6. If the application is approved, the property owner will be notified by mail or telephone and the Building Permit shall be issued to the property owner. The fees for a Building Permit are based on the **TOTAL** construction cost as defined on the Building Permit application. The fees are as follows:

UNDER \$5,000 - FEE IS \$25.00 PLUS CERTIFICATE OF OCCUPANCY \$25.00 = \$50.00

OVER \$5,000 - FEE IS \$10.00/M PLUS CERTIFICATE OF OCCUPANCY \$25.00

**EXAMPLE: \$10,000 = \$100.00 PLUS \$25.00 TOTAL COST
COST = \$125.00.**

MINIMUM CHARGE OF: \$50.00

7. After the property owner's work has been completed, it is the **PROPERTY OWNER'S RESPONSIBILITY TO CONTACT THE BUILDING INSPECTOR BY MAIL OR TELEPHONE FOR A FINAL INSPECTION AND APPROVAL OF THE COMPLETED WORK. THE BUILDING INSPECTOR THEN RECOMMENDS TO THE VILLAGE MANAGER THAT A C.O. (CERTIFICATE OF OCCUPANCY) BE ISSUED.**

AFTER THE VILLAGE MANAGER SIGNS THE C.O., IT IS MAILED TO THE PROPERTY OWNER ONLY. FAILURE TO APPLY FOR A C.O. MAY CAUSE PROBLEMS AT A LATER DATE FOR REFINANCING OR SELLING OF DWELLING. UTILIZATION OF THE COMPLETED WORK IS PROHIBITED UNTIL THE C.O. IS ISSUED.

AFTER BUILDING PERMIT HAS BEEN OBTAINED AND WORK

HAS COMMENCED, PLEASE REFER TO THE ATTACHED

INSPECTION SHEET.

AFTER BUILDING PERMIT HAS BEEN OBTAINED AND WORK HAS COMMENCED

- 1. FOOTING INSPECTION:** FOOTING FORMS ARE IN PLACE AND BEFORE CONCRETE IS POURED.

- 2. AFTER FOUNDATION WALLS ARE CONSTRUCTED AN "AS BUILT" SURVEY (TWO COPIES) MUST BE SUBMITTED FOR APPROVAL BY THE BUILDING INSPECTOR. THIS SURVEY SHALL SHOW THE FOLLOWING:**
 - A. ACTUAL FRONT, SIDE AND REAR YARD SET-BACK TO WALLS.**
 - B. COMPLETE DIMENSIONS AROUND PERIMETER OF FOUNDATION WALLS.**
 - C. ELEVATION OF TOP OF FOUNDATION WALLS AT ALL CORNERS.**

- 3. FRAMING INSPECTION**

- 4. PLUMBING INSPECTION:** PRIOR TO COMMENCING OF ANY PLUMBING WORK, A PLUMBER MUST BE LICENSED IN THE VILLAGE OF HASTINGS ON HUDSON. THE PLUMBER MUST ALSO FILE AND OBTAIN A PLUMBING PERMIT FROM THE BUILDING DEPARTMENT. THE BUILDING DEPARTMENT SHALL BE CONTACTED FOR ROUGHING, WATER, GAS AND SEWER INSPECTIONS.

- 5. ELECTRICAL INSPECTION:** ANY ELECTRICAL WORK DONE IN CONNECTION WITH THIS BUILDING PERMIT MUST BE DONE BY AN ELECTRICIAN LICENSED IN THE VILLAGE OF HASTINGS ON HUDSON. BOARD OF FIRE UNDERWRITER APPLICATION AND VILLAGE OF HASTINGS ON HUDSON ELECTRICAL PERMITS MUST BE FILED WITH THE BUILDING DEPARTMENT PRIOR TO STARTING OF ANY WORK. "AFTER THE FACT" INSPECTIONS WILL NOT BE MADE. ELECTRICAL CONTRACTOR TO CONTACT THE FIRE UNDERWRITER FOR INSPECTION.

- 6. INSULATION INSPECTION**

- 7. WATERPROOFING AND/OR BACKFILLING:** BUILDING DEPARTMENT SHALL BE NOTIFIED WHEN WATERPROOFING OF WALLS HAS BEEN COMPLETED.

- 8. DRY WELLS INSPECTION**

AFTER BUILDING PERMIT HAS BEEN OBTAINED AND WORK HAS COMMENCED

9. SEWER INSPECTION: MAIN SEWER CONNECTION.
10. BLUE PRINTS: OF THIS CONSTRUCTION MUST BE ON THE JOB AT ALL TIMES
FOR THE FIELD INSPECTOR TO USE WHEN MAKING
INSPECTIONS.
11. CERTIFICATES OF OCCUPANCY WILL NOT BE ISSUED UNTIL ALL OF THE ABOVE
MENTIONED REQUIREMENTS HAVE BEEN MET.
REQUEST FOR CERTIFICATE OF OCCUPANCY SHALL
BE IN WRITING OR A TELEPHONE REQUEST.

NOTE: THE BUILDING DEPARTMENT CALLS TO THE ATTENTION OF THE APPLICANT
THAT IF A CURB CUT AND STREET OPENING IS REQUIRED, THAT HE WILL BE
HELD RESPONSIBLE FOR MAINTAINING THE USUAL STREET DRAINAGE
CONDITIONS. NO INSTALLATIONS WILL BE APPROVED UNLESS AND UNTIL
THE BUILDING INSPECTOR IS SATISFIED THAT NO DRAINAGE CONDITION IN
THE AREA IS AGGRAVATED AND THAT NO ADDITIONAL DRAINAGE
PROBLEMS ARE CREATED WHICH HAVE NOT BEEN TAKEN CARE OF BY THE
APPLICANT.

DEVEN SHARMA
BUILDING INSPECTOR

APRIL 2005



**VILLAGE OF
HASTINGS-ON-HUDSON, NEW YORK
BUILDING PERMIT APPLICATION**

Building Permit No.:	_____
Date Approved:	_____
Job Copy:	_____
Assessor's Copy:	_____
File Copy:	_____
Building Inspector:	_____



WESTCHESTER COUNTY CONTRACTOR LICENSE NO. _____

Application Submission Date: _____ aa__"

Applicant Name: _____ aaaa

Applicant's Address: _____ aaaa

Telephone Nos.: Home: _____ Office: _____

Architect: _____ Builder: _____

Sheet: _____ Block: _____ Lot/Parcel: _____ Zone: _____

Survey: Current: _____ Revised: _____



I. TYPE & COST OF BUILDING - ALL APPLICANTS COMPLETE PARTS A-D

A. TYPE OF IMPROVEMENT (Please check)

- New building
- Addition (If residential, enter number of new housing units added, if any, in Part D)
- Alteration
- Repair, replacement
- Deck
- Swimming pool
- Accessory structure (s)
- Demolition
- Moving (relocation)
- Foundation only "*****"

B. OWNERSHIP

- Private (Individual, corporation, non-profit, institution, etc.)
- Public (Federal, State or Local Government)

C. COST

- Estimated Cost of Construction Improvement
- Estimated Cost of Other Improvements:
 - Electrical: _____
 - Plumbing: _____
 - Heating, air conditioning: _____
 - Other: _____

TOTAL COST: _____

D. PROPOSED USE

RESIDENTIAL

- One Family
- Two or more family. Enter number of units: _____
- Transient hotel, motel or dormitory. Enter number of units
Enter number of units: _____
- Garage
- Carport
- Other, Specify: _____
 - Public utility
 - School, library, other educational
 - Stores, mercantile
 - Tanks, towers
 - Other, Specify: _____

NON-RESIDENTIAL

- Amusement, recreational
- Church, other religious
- Industrial
- Parking garage
- Service station, repair garage
- Hospital, institutional
- Office, bank, professional

NON-RESIDENTIAL: Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

II. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E-L; for demolition, complete Part J; for all others skip to IV.

E. PRINCIPAL TYPE OF FRAME

- Masonry (wall bearing)
- Wood frame
- Structural steel
- Reinforced concrete
- Other, Specify: _____

F. PRINCIPAL TYPE OF HEATING FUEL

- Gas
- Oil
- Electricity
- Other, Specify: _____

G. TYPE OF SEWAGE DISPOSAL

- Public or private company
- Private (septic tank, etc.)

H. TYPE OF WATER SUPPLY

- Public or private company
- Private (well, cistern)

I. TYPE OF MECHANICAL

- Central air conditioning? Yes: _____ No: _____
- Elevator? Yes: _____ No: _____
- Total percentage of lot coverage: _____

J. DIMENSIONS

- Number of stories: _____
- Total square feet of floor area, all floors, based on exterior dimensions: _____

K. NUMBER OFF-STREET PARKING SPACES

- Enclosed Outdoor

L. OCCUPANCY (IN DETAIL FOR NEW OR ADDITION ONLY)

STORY (includes cellar & basement)	LIVELOADS (lbs. per sq. ft.)	APARTMENTS	ROOMS	SQ. FT. AREA	HEIGHT OF STORY	CU. FT. of VOLUME	USE

OPEN SPACE REMAINING ON LOT AFTER THIS BUILDING IS ERECTED: _____ **SQ. FT.**

III. IDENTIFICATION - To be completed by all applicants				
NAME		MAILING ADDRESS	CONTRACTOR/ARCHITECT LICENSE NUMBER	TELEPHONE NUMBER
Owner				
Builder or Contractor				
Architect or Engineer				

The New York State Compensation Law requires the following information before a building permit may be issued:

1. Name of Insurance Company: _____
2. Insurance Policy Number: _____
3. Policy Expiration Date: _____

IV. AFFIDAVIT OF OWNERSHIP

STATE OF NEW YORK }
 COUNTY OF _____ } SS.: **DO NOT CHANGE THE WORDING OF THIS AFFIDAVIT**

....., being duly sworn, deposes and says:
 (owner, lessee, architect or contractor)

that is the owner in fee of the premises to which this application applies;

that he (the applicant) is duly authorized to make this application; and that the statements contained herein are true to the best of his knowledge and

belief

.....
 (Signature of Applicant)

Sworn to before me this
 day of.....

DO NOT WRITE BELOW THIS LINE

V. PLAN REVIEW RECORD — For office use

PLANS, REVIEW REQUIRED	CHECK	DATE PLANS STARTED	BY	DATE PLANS APPROVED	BY	NOTES
BUILDING						
MECHANICAL						
ELECTRICAL						
PLUMBING						
OTHER.....						

VI. ADDITIONAL PERMITS REQUIRED OR OTHER VILLAGE DEPARTMENT APPROVALS

PERMITOR APPROVAL	CHECK	PERMITOR APPROVAL	CHECK
GRADING		SITE PLAN	
DEMOLITION		STEEP SLOPE	
CURB OR SIDEWALK CUT		SIGN OR BILLBOARD	
ELECTRICAL		TREE APPROVAL PERMIT	
PLUMBING		VIEW PRESERVATION APPROVAL	
SEWER		OTHER.....	

NOTES: _____

