

# Applying for a Building Permit

Property owner or contractor applies for a building permit, mechanical permit, Unified Solar permit, Sign permit or Tree permit online at [www.epropertyportal.com](http://www.epropertyportal.com). If they have never used the system before, they will need to register with an email and a password. By answering all the questions asked in the portal, the permit application will be created.

The application is then ready to be submitted online. Once submitted, the property owner or contractor must then **print** the application.

Three pages will print out:

1. The first is the application itself;
2. The second is the authorization page – both the applicant and property owner will need to sign and have their signature notarized on this page;
3. The third is further instructions for the applicant.

Once **all** notarized signatures have been obtained, the application and authorization page are put together with three sets of plans\* and the contractor's Westchester County Home Improvement License, certificate of liability insurance naming the Village as additionally insured and proof of workers' compensation on the C-105 or equivalent form and brought into the Building Department with payment. The above constitutes a **complete** permit application.

The total cost of a permit is comprised of three \*\*fees:

1. Application Fee: If the estimated cost is \$10,000 or below, the application fee is \$50; if the estimated cost is \$10,001 to \$100,000, the application fee is \$100; if the estimated cost is \$100,001 to \$1M, the application fee is \$200; and if the estimated cost is in excess of \$1M, the application fee is \$500.
2. Permit Fee: \$20 per \$1,000 of the estimated cost of construction, with a minimum of \$150.
3. Certificate of Occupancy (CO) or Completion Fee: A flat fee of \$50.

\*The type of plans needed is dependent on the work to be performed. If structure is being removed, replaced or installed, the plans will need to be sealed and signed by a licensed NYS architect or engineer. If the project is a simple kitchen or bathroom renovation where there is no change to the footprint of the room and no structure is being changed, then the kitchen layout diagram from the cabinet company is acceptable. For a bathroom, a drawing of the room, including all dimensions and fixture clearances, is acceptable.

\*\*Please refer to the complete [fee schedule](#) when calculating amount owed for Unified Solar permits, Tree permits and permits for Fire Sprinkler Systems.