

# APPLICATION FOR BUILDING / ELECTRICAL / MECHANICAL / PLUMBING PERMIT

## Application Checklist

- Building Permit Application
- Street Opening or Curb Cut Permit (as required)
- Insurance Certificates
- Worker's Compensation Statement
- Copy of Westchester County License
- Completed Checklist Signed by the Licensed Design Professional if Plans are Signed and Sealed or Applicant
- Three (3) Sets of any additional Plans
- Three (3) Copies of Sprinkler Design Plans and calculations sealed by an NYS Licensed Architect or Engineer (as required)
- Three (3) Copies of a Current Survey sealed by an NYS Licensed Surveyor and Plot Plan sealed by an NYS Licensed Design Professional identifying all Existing and Proposed Improvements
- Application Fee
- Permit Fees

**Note:** Incomplete applications will be returned without review.

A standard two (2) week review timeframe by the Building Department is typical for all applications. Additional time is required based on the extent and scope of work proposed.

*Village of Elmsford*

BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
TELEPHONE (914) 345-1553



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## Instructions for Filing for a Building/Electrical/Plumbing Permit

Fill out all spaces on the permit application. All information is essential and no application for permit will be reviewed until all information is provided. Initial submission of an application is not considered complete for review for a Building Permit until all other required approvals are granted.

At the discretion of the Building Department an initial review may be performed to determine if any Uniform Fire Prevention and Building Code issues may need to be addressed in future submissions. If such a review is performed it does not constitute acceptance of the documents for the Final Review Submission.

If the proposed work requires referral to the Village Board, Architectural Review Board, and/or Zoning Board of Appeals the Building Department will issue a letter of denial and/or refer the application to the appropriate Board. If a letter of denial is issued it must accompany all applications to the Zoning Board of Appeals. Additional copies of all plans and specifications will be required per each Board's needs.

Review of Final Construction Documents in consideration for issuing a Building Permit will not be performed until all other required approvals are granted. They include but are not limited to the following: Site Plan, Subdivision, Architectural, Zoning, and Environmental. Official Date of Submission for Final Review will be considered as the next standard business day after other required approvals are formally granted or passed. The Codes in effect at the Official Date of Submission will be used for the Final Review.

All applications require the standard permit application to be filled out. IE: Plumbing and Electrical. If the work to be performed is strictly Plumbing or Electrical only, the standard building permit application and building permit fee will be waived. The individual Electrical and Plumbing Permit fees are still applicable. (See the "Fees for Building/Electrical/Plumbing Permits" worksheet included in this permit application package) All applications must be submitted before any permit is issued.

- The Section, Sheet, Block, and Lot numbers must be provided as given on the Village Tax Map.
- If the applicant for any permit is not the owner of the property where the work will be performed a completed Proxy Statement must be completed for any type of work.  
**No Exceptions.**
- Submit along with the required forms three (3) copies of plans and specifications signed and sealed by a design professional licensed in the State of New York. All plans must be folded, not rolled. **All plans must be sealed by a design professional licensed in the State of New York** except as exempted by NYS Education Law with prior approval of the Code Enforcement Official.

**Note: Incomplete applications will be returned without review.**

**A standard two (2) week review timeframe by the Building Department is typical for all applications. Additional time is required based on the extent and scope of work proposed.**

**Construction documents shall not be accepted as part of an application for a building permit unless such documents:**

- Are prepared by a New York State registered architect or licensed professional engineer where so required by the Education Laws.
- Indicate with sufficient clarity and detail the nature and extent of the work proposed.
- Identify the occupancy classification of any affected building or structure.
- Substantiate that the proposed work will comply with the Uniform Code and the State Energy Conservation Construction Code.

- Where applicable/required, include a site plan that shows any existing and proposed structures on the site, the location of any existing or proposed storm water management system, well or septic system, the location of the intended work, and the distances between the structures and the lot lines.
- Include as appropriate three (3) copies of sprinkler design drawings, calculations, and specifications signed and sealed by a design professional licensed in the State of New York. All plans must be folded, not rolled.
- Current survey of the property signed and sealed by a Surveyor Licensed in the State of New York.
- Include where applicable a statement of special inspections required prepared by the Licensed Design Professional who prepared the plans and specifications.
- Include a completed checklist(s) related to work to be performed.
- Builder/Contractor/Developer Insurance Certificate (Workers Compensation) or Waiver Certificate: (Owner/Builder/Contractor/Developer) will provide certification that no one will be allowed to perform any work without Workers Compensation Insurance. All applications must be accompanied with Insurance Certificates from each Contractor that will be performing work. This includes Electricians, Plumbers, and all subcontractors.

Upon approval of your application one (1) set of the drawings submitted will be stamped approved and must be kept on the project site for use by the Building Department and any other applicable agencies. Any deviation from the approved drawings must receive prior approval from the Building Department and any other applicable agencies before the work is performed.

**Attachments to be submitted with this application:**

- Two (2) Copies of Plan(s) sealed by a NYS Licensed Land Surveyor identifying all Existing conditions.**
- Plot Plan based on a current survey.** Must include Municipal Boundaries and Wetlands (NYS and Federal).
- Three Complete Sets** of plans showing existing and proposed construction with detailed specifications.
- Application Fee.** If check – Payable to “Village of Elmsford”.
- After all** of the above are received by the Building Department, the Code Enforcement Officer typically has 10 business days to review the application.

**General Notes:**

- ❖ Additional attachments maybe needed before permit issuance, such as Road Opening Permit, Curb Cut Permit, Certificate of Insurance, Engineering Escrow, etc.
- ❖ Upon approval of application, one set of plans / specifications (of the three submitted with this application) will be returned, stamped with approval, to be kept on the premises until project completion, and the “Building Permit Placard” (yellow card) will be provided to applicant for DISPLAY on property so as to be seen from fronting street.
- ❖ The work covered by this application MAY NOT commence before the issuance of a Building Permit.
- ❖ No building or pool shall be occupied or used, in whole or part, for any purpose whatever, until the Building Department grants a Certificate of Occupancy / Certificate of Compliance.
- ❖ The costs for the work described in application must include all construction, exclusive of the cost of the land. If final cost exceeds the estimated cost on the application, an additional fee may be required before the issuance of a Certificate of Occupancy / Certificate of Compliance.

Permit No.: \_\_\_\_\_

Date: \_\_\_\_\_

Plans:  Yes  No

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15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
Building Dept (914) 345-1553  
Fax (914) 592-8129

Total Fee: \_\_\_\_\_

## BUILDING/ELECTRICAL/PLUMBING PERMIT APPLICATION

Application is hereby made to the Building Department for the issuance of Permits pursuant to the Code of the Village of Elmsford. The applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant attests that the proposed work outlined in this application conforms to all provisions of the Code of the Village of Elmsford and laws of New York State. It is further agreed that the premises will not be occupied until a Certificate of Occupancy has been issued and all fees are paid in full.

Application Fee: \_\_\_\_\_

### PERMIT TYPE:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Residential (new)        | <input type="checkbox"/> Residential (addition/alteration) | <input type="checkbox"/> Accessory Structure |
| <input type="checkbox"/> Commercial/Business      | <input type="checkbox"/> Assembly (includes restaurants)   | <input type="checkbox"/> Industrial          |
| <input type="checkbox"/> Demolition               | <input type="checkbox"/> Pool/Deck/Patio/Fence             | <input type="checkbox"/> Sign                |
| <input type="checkbox"/> Interior Demolition Only | <input type="checkbox"/> Antenna(s)                        | <input type="checkbox"/> Other _____         |

### SITE DATA:

Zone: \_\_\_\_\_ Area of lot(s): \_\_\_\_\_ Section - Sheet - Block - Lot(s): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Street Address: \_\_\_\_\_

Project Description \_\_\_\_\_

Variance or Special Use Granted (If any): \_\_\_\_\_

The following information is to be completed in full. Address must include Street, City, State, and Zip.

### OWNER:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

### LESSEE:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**APPLICANT:** Applicant is:  Owner  Lessee  Contractor  Electrician  Plumber  Other (complete below in full)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

### ARCHITECT/ ENGINEER

Name: \_\_\_\_\_

(New York State Registration #)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

### COST OF CONSTRUCTION OR VAULUATION:

Cost of Construction or Valuation \$ \_\_\_\_\_ (Valuation or Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done previously without permit or new in connection therewith, exclusive of the cost of the land. The estimated cost shall include all costs related to the above described project and shall include all labor that is utilized, whether donated or contracted, including that of the property owner. If a reasonable valuation or estimate for construction is not provided, the Building Inspector shall determine the amount. If the final cost is less than the estimated cost stated in this Application for Building Permit, no portion of the fee paid upon the filing of the Certificate of Occupancy / Compliance application will be refunded)

**(Form continued on back)**

**BUILDER / CONTRACTOR / DEVELOPER:**

Name: \_\_\_\_\_

\_\_\_\_\_  
(Westchester County License #)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**INSURANCE:**

Insurance Certificate (Workers Compensation).  Waiver Certificate - (Owner/Builder/Contractor/Developer) will provide New York State Certificate.

**Building Permit Fee:** \_\_\_\_\_

**ELECTRICIAN:**

Name: \_\_\_\_\_

\_\_\_\_\_  
(Westchester County License #)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**DESCRIPTION OF WORK:**

\_\_\_\_\_

Cost of Electrical Work: \_\_\_\_\_

**INSURANCE:**

Insurance Certificate (Workers Compensation).  Waiver Certificate - (Owner/Builder/Contractor/Developer) will provide New York State Certificate.

**Electrical Permit Fee:** \_\_\_\_\_

**MECHANICAL:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**DESCRIPTION OF WORK:**

\_\_\_\_\_

Cost of Mechanical Work: \_\_\_\_\_

**INSURANCE:**

Insurance Certificate (Workers Compensation).  Waiver Certificate - (Owner/Builder/Contractor/Developer) will provide New York State Certificate.

**Mechanical Permit Fee:** \_\_\_\_\_

**PLUMBER:**

Name: \_\_\_\_\_

\_\_\_\_\_  
(Westchester County License #)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**DESCRIPTION OF WORK:**

New Work  Replacement  Overhaul      Number of Fixtures: \_\_\_\_\_ (From worksheet)

**INSURANCE:**

Insurance Certificate (Workers Compensation).  Waiver Certificate - (Owner/Builder/Contractor/Developer) will provide New York State Certificate.

**Plumbing Permit Fee:** \_\_\_\_\_

**AUTHORIZATION:**

State of New York, County of \_\_\_\_\_, \_\_\_\_\_ being duly sworn deposes and says they are the owner or authorized representative by attached completed proxy statement and are duly authorized to perform or have performed said work and to make and file this application; that all statements are true and to the best of their knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me      Owner or Authorized Representative Signature: \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_      Print Name: \_\_\_\_\_

Notary Public: \_\_\_\_\_

Seal

**DO NOT WRITE BELOW THIS LINE FOR OFFICIAL USE ONLY**

Building Department Review By: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved  Approved

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## PROXY STATEMENT

Proxy is required for all applications (Building, Electrical, Plumbing, Mechanical, Sign, Architectural Review.) when anyone other than the Owner is signing the application.

Date: \_\_\_\_\_

State of \_\_\_\_\_) ss:

County of \_\_\_\_\_)

\_\_\_\_\_ being duly sworn, deposes and says the he/she resides at  
(Owner's full name)

\_\_\_\_\_ in the County of \_\_\_\_\_ and the State of \_\_\_\_\_  
(Street, City/Town) (County) (State)

and that he/she is the owner of \_\_\_\_\_, the premises described in the attached  
(Street Address)

application and that he/she has authorized \_\_\_\_\_ to make the attached  
(Applicant Name)

application for \_\_\_\_\_ and to represent them at all Board and/or Commission  
(Application Type)

meetings.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Notary Public or Commissioner of Deeds

Seal

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### FOR VILLAGE USE ONLY

APPLICATION No.: \_\_\_\_\_ or PERMIT No.: \_\_\_\_\_

# Village of Elmsford

BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
TELEPHONE (914) 592-6555

## Fees for Building/Electrical/Mechanical/Fire Suppression/ Alarm/Plumbing Permits

<b>Building Permit</b>  <b>For all work performed without a permit an additional administrative fee is due equal to the permit fee calculated.</b>	Application Fee	<b>\$100.00</b>	<b>Non-refundable fee to be submitted with application</b>
	Permit Fee less than \$5,000 in construction cost	\$50.00	
	Permit Fee \$5,000.00 in construction cost and greater	\$12 per \$1,000 of construction cost	Example: \$50,000 construction cost 50,000/1,000 = 50 50 x 12 = \$600.00 Fee
	Temporary Certificate of Occupancy	\$50.00	
	Certificate of Occupancy	\$50.00	
Permit Fee for construction cost \$5,000 and greater:      Construction Cost: \$ _____ <b>Fee: \$ _____</b>			
Administrative fee for work without a permit. (Equal to Permit Fee)			<b>Fee: \$ _____</b>

<b>Electrical/Mechanical/Fire Suppression/Alarm System Permits</b> (based on construction cost)	\$0 to \$499	\$50.00	
	\$500 to \$999	\$60.00	
	\$1,000 to \$1,999	\$70.00	
	\$2,000 to \$3,999	\$80.00	
	\$4,000 to \$9,999	\$125.00	
	\$10,000 to \$50,000	\$200.00 + 2%	Example: \$30,000 construction cost 30,000 x 2% = 600 \$200 + \$600 = \$800.00 Fee
	greater than \$50,000	\$1,500.00	
Permit Fee:      Construction Cost: \$ _____ <b>Fee: \$ _____</b>			

<b>Plumbing Permit</b>	Application fee	<b>\$40.00</b>	
	Additional Fee	\$5 per fixture	Example: 5 fixtures (toilet, lavatory sink, tub, kitchen sink, laundry sink) 5 x \$5 = \$25 \$40 + \$25 = \$65.00 Fee
Permit Fee:      _____ number of fixtures x \$5 = \$ _____ + \$40 = <b>Fee: \$ _____</b>			

See back for Plumbing Fixture worksheet.

**The Building Permit application fee must be submitted as a separate check and is non-refundable. If the applicant withdraws the application the Permit Fee will be refunded less charges for time already expended in review of the construction documents.**



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## **MINIMUM BUILDING PLAN REQUIREMENTS**

The following requirements are general for all building plans submitted for a permit. See specific occupancy/use checklists for additional information required.

### **(A) General Requirements**

- (1) All plans, specifications, calculations, and other documentation shall be submitted in three (3) copies. Each sheet shall bear the signature and seal of a New York State registered architect or of a professional engineer licensed to practice in New York State.
- (2) All documents submitted shall be identified to indicate the Licensed Design Professional's name and location.
- (3) A minimum 2 1/2" x 3 1/2" clear box must be provided on all sheets of plans near the title box for the stamp(s) of approval. The area must not have any type of border or any text associated with it.
- (4) Drawings shall be dated and identified, and include an index which can be used to determine that the package is complete.
- (5) Documents shall provide or show, occupancy or use; area, height, and number of stories; type of construction; and loads (wind, floor, snow, and seismic).
- (6) The drawings shall show the location of utility connections to the building. Include, but not be limited to, electrical, water, fire suppression, waste, and fuel connections.
- (7) Identify interface of exits and egress path(s) leading through existing buildings.

### **(B) Required Construction Details**

Documents for buildings or components shall provide or show, as appropriate, the details listed below.

- (1) General Building/Architectural
  - (a) Floor plan(s) and elevation(s) with dimensions and notations to satisfy space requirements including but not limited to: minimum room areas, minimum horizontal dimensions, location of space in regard to adjacent finished grade level, minimum ceiling height, and allowable areas to be considered under sloping roof areas.
  - (b) Cross sections necessary to identify all major building components and details of connections at existing construction.
  - (c) Details of flashing, such as at openings and at penetrations through roofs and subcomponent connections. Indicate flashing material and gauge to be used.
  - (d) Attic access and attic ventilation, when required by the code. Where attic access is provided, indicate attic floor loading criteria. Demonstrate compliance with natural ventilation requirements and where attic fans are provided, indicate safety controls for attic fans.
  - (e) Exterior wall, roof, and soffit material including, any required rated assemblies.
  - (f) Interior wall and floor/ceiling material including any required rated assemblies.
  - (g) Accessibility provisions, where applicable.
  - (h) Sizes, locations, and types of doors and windows. Indicate location, minimum clear opening and operation specifications for Emergency Escape and Rescue Openings. Provide light and ventilation schedule, demonstrating that minimum requirements for each space are satisfied. Include thermal performance specifications for use in energy calculations.
  - (i) Foundation plans, vents, and underfloor access.
- (2) Fire Safety
  - (a) Details of fire rated assemblies, including reference listing or test report for all stairway enclosures, doors, walls, floors, ceiling, partitions, columns, roof, and other enclosures.
  - (b) Means of egress, including details of aisles, exits, corridors, passageways, and stairway enclosures. Provide calculations for exit requirements.
  - (c) Flame spread and smoke developed classification of interior materials.
  - (d) Location of required draftstops, firestops and fire blocking.
  - (e) Details of opening protectives in fire resistance rated systems and assemblies. Including reference listings for required door, frame, hardware, borrowed light, or window to complete opening protective specification.
  - (f) Drawings of fire suppression systems, standpipes, fire alarms, and detection systems, when required. Provide design calculations for fire suppression systems. Provide riser diagrams for suppression systems, fire and smoke detection systems, and fire alarm systems. Provide model information and reference listing for pre-engineered fire suppression systems.
- (3) Structural Detail Requirements
  - (a) Show all structural members and connections in compliance with applicable codes. Show all load paths, grade, species, and specifications of materials..
  - (b) Details of structural elements, including framing details, spacing, size, connections and fasteners.
  - (c) Schedule of roof, floor, wind, and seismic loads upon which design is based.

- (d) Column loads and column schedule.
- (e) Typical foundation plans, details, and design soil bearing value.
- (4) Mechanical Detail Requirements
  - (a) Location, size, and material specifications for all equipment and components including but not limited to: electric heating systems; hydronic heating systems; all air heating, ventilating and air-conditioning systems; and appliances.
  - (b) Indicate input/output rating and manufacturer's listings requirements of all equipment and appliances, as appropriate.
  - (c) Method of providing combustion air if required.
  - (d) Method for providing ventilation air if required, with quantities identified.
  - (e) Method of providing make-up air if required.
  - (f) Location of flues, vents, and chimneys; and clearances from air intakes, combustible materials, and other vents and flues.
  - (g) Demonstrate code compliance for installation of fuel burning equipment, including fireplaces, in confined and non-confined spaces and identify required clearances consistent with the listing. Provide details when necessary.
- (5) Plumbing Detail Requirements
  - (a) Schematic drawing of the plumbing layout, including, but not limited to, size of piping; fittings; traps and vents; cleanouts and valves; for gas, water, and drainage systems. Not required for R-3 Occupancies (1 and 2 family dwellings).
  - (b) Plumbing materials and location of all equipment, appliances, and safety controls to be used. Indicate the rating and capacity of equipment and appliances. List or schedule of plumbing materials indicating appropriate compliance standard.
  - (c) Provide floor plan showing fixtures, equipment, and connecting piping. R-3 Occupancies (1 and 2 family dwellings) require only floor plan showing fixtures and equipment.
- (6) Electrical Detail Requirements
  - (a) Method of grounding service equipment. Not required for R-3 Occupancies (1 and 2 family dwellings).
  - (b) Load calculations for service and feeders. Not required for R-3 Occupancies (1 and 2 family dwellings).
  - (c) Sizes of branch circuit conductors. Not required for R-3 Occupancies (1 and 2 family dwellings).
  - (d) Size, rating, and location of main disconnect and over current protective devices. Not required for R-3 Occupancies (1 and 2 family dwellings).
  - (e) Location of outlets, junction boxes, fixtures, and appliances. Indicate all required locations of GFCI protected circuitry, and waterproof circuitry. Show compliance with appropriate reference standard for minimum dedicated circuits at kitchen appliance locations and circuitry serving all appliance/motor locations. Show GFCI protected circuitry, and waterproof circuitry for R-3 Occupancies (1 and 2 family dwellings).
  - (f) A single line diagram of the entire electrical installation. Not required for R-3 Occupancies (1 and 2 family dwellings).
  - (g) Indicate all exterior and interior lighting locations. Not required for R-3 Occupancies (1 and 2 family dwellings).
  - (h) Indicate all required smoke and carbon monoxide detecting alarm device locations and circuitry.
  - (i) Indicate provisions for emergency power generation and connection to required circuitry, where applicable.
- (7) Energy Conservation Requirements
  - (a) Provide methodology of compliance, or tables and calculations that demonstrate compliance.
  - (b) Provide details of materials and assemblies for compliance with envelope requirements.
  - (c) Provide equipment efficiencies and control methods.
  - (d) Provide electronic file of model where computer documentation of compliance is provided.
- (C) Site Plans sealed by surveyor and/or engineer, identifying all Existing and Proposed Improvements.**
  - (1) Show dimensions of all property lines.
  - (2) Identify scale used. North direction identified.
  - (3) Easements for utilities including overhead.
  - (4) Name of all adjacent roads and driveway location. Vehicle parking areas identified.
  - (5) Section, Sheet, Block, and Lot.
  - (6) Property owner's name.
  - (7) All existing structures on subject property and adjacent properties (including pools) shown and labeled as to their use and the distance from the proposed structure and property lines.
  - (8) Distance from the proposed structure to ALL property lines and to the centerline of all adjacent roads.
  - (9) Location of any stream, lake or body of water within 100 feet of the property line. State or Federal designated wetlands.
  - (10) Utility service locations and connection details including backflow prevention.
  - (11) Stormwater Management System plan, calculations and details.
  - (12) Erosion control plan.