

**CITY OF WHITE PLAINS****DEPARTMENT OF BUILDING****70 Church Street, White Plains, New York 10601**

Phone: (914) 422 - 1269 * Fax: (914) 422 - 1471

<http://www.cityofwhiteplains.com/>***BUILDING LONG FORM (Volume Added)*** Applicant to complete all items in Sections I, II, III, IV, V, VII, VIII, & IX.**Section I - LOCATION OF CONSTRUCTION :**

SBL: _____ Site Address : _____

Zone: _____

Descriptive Site Address : _____ FEET _____ FEET

N/E/S/W SIDE OF _____ N/E/S/W FROM INTERSECTION OF _____

Section II - CONTACT INFORMATION : (All information provided must be current.)

APPLICANT: _____	ADDRESS: _____
CONTACT: _____	CELL: _____ PHONE: _____ Email: _____
OWNER: _____	ADDRESS: _____
CONTACT: _____	CELL: _____ PHONE: _____ Email: _____
CONTRACTOR: _____	ADDRESS: _____
CONTACT: _____	CELL: _____ PHONE: _____ Email: _____
DESIGN PROFESSIONAL: _____	ADDRESS: _____
CONTACT: _____	CELL: _____ PHONE: _____ Email: _____

Section III - APPLICATION TYPE & COST : (Please put an "x" in all applicable check- off boxes.)

APPLICATION TYPE: ☐ MULTI- FAMILY DWELLINGS & COMMERCIAL CONSTRUCTION # of Units _____

☐ RESIDENTIAL (One & two family dwellings only) ☐ Garage

APPLICATION #: _____ DATE : _____ W/C ☐ DIS. ☐ G/L ☐ AUT ☐ REVIEWED ☐

PERMIT #: _____ DATE : _____ C.E.O. _____ PLAN/REVIEWED: _____

COST OF CONSTRUCTION: (These values shall include general construction cost only)

Cost of New Volume or Addition-----\$ _____ FEE AMOUNT: _____ TOTAL FEE: _____

Cost of Alteration to Existing Space--\$ _____ FEE AMOUNT: _____

TYPE OF WORK: ☐ New Building ☐ Addition ☐ Alteration to existing space ☐ Change of occupancy

☐ Renovation of existing space ☐ Reconstruction of existing space ☐ Repair

DESCRIPTION OF WORK: _____

Section IV- PROPOSED USE & OCCUPANCY: <i>(Check off major Use & Occupancy and fill in sub-classification of same.)</i>	
MULTI-FAMILY DWELLING & COMMERCIAL: ☐ Assembly ☐ Business ☐ Educational ☐ Multi Family Dwelling # of Units _____ ☐ Factory/Industrial ☐ High Hazard ☐ Institutional Use & Occupancy sub-classification: _____ ☐ Mercantile ☐ Storage ☐ Utility & Storage	RESIDENTIAL: ☐ One Family ☐ Two Family ☐ Garage

Section V- CONSTRUCTION TYPE & WORK CHARACTERISTICS: <i>(Check off & fill all applicable boxes)</i>	
TYPE OF CONSTRUCTION: ☐ Type I ☐ Type II ☐ Type III ☐ Type IV ☐ Type V	
LOCATION TYPE: (Pick one) ☐ MULTI-FAMILY DWELLING & COMMERCIAL: ☐ RESIDENTIAL:	
ALTERATION: Floor (s) where work is to occur: _____ Square Footage of Alteration: _____	
ADDITION: Number of Stories: _____ Height of each Story: _____ Live load per square foot: _____ Total square foot of addition: _____ Total volume of addition: _____ Is the building sprinklered or will the addition be sprinklered? _____ Does the building have or will it have area smoke detectors in all spaces and rooms? _____ Does the building have or will it have a smoke purge system? (Commercial only) _____	

1. Please refer to the International Residential or Building Code for Story and Story Above Grade Plane definitions.
2. In computing the square foot area , measurement shall be taken to the outside surfaces of exterior wall at each floor. Courts, yards, etc. shall be excluded.
3. The term "height" of a structure shall mean the vertical distance from the curb level to the highest point of the roof beams. In the case of flat roof or to a point of the average height of the gable in the case of roofs having a pitch or more than one foot in four and one-half, except that in the case of a structure where the grade of the street has not been established or where the structure does not adjoin the street, the average level of all the ground adjoining such structure shall be used instead of the curb level.
4. Total height shall be measured from 6 inches below the lowest finished floor to the outside of the roof, and in case of sloping roofs, to the average height.
5. The cubical contents is the actual space enclosed within the outer surface of the outside walls and between the outer surfaces of the roof and six inches below the surface of the lowest floors. This includes the cube of dormers, penthouses, vaults, pits, enclosed porches, and other appendages. Outside steps , terraces, footings, courts, yards, light shafts, and buildings detached form main structure are not to be included. (Detached structures are to be separately computed).

Section VI - OTHER CITY DEPARTMENT APPROVALS: <i>(To be filled in, where applicable, by Building Department Staff.)</i>					
	RECEIPT #	REFERRAL DATE	STATUS	DATE	COMMENTS
PLANNING BOARD					
ZONING BOARD OF APPEALS					
DESIGN REVIEW BOARD					
TRAFFIC DEPARTMENT					
DEPARTMENT OF PUBLIC WORK					
TREE PRESERVATION COMMITTEE					
ENVIRONMENTAL OFFICER					

Section VII - AFFIDAVIT OF OWNERSHIP:*(To be completed by Applicant and notarized)*

STATE OF NEW YORK }

COUNTY OF WESTCHESTER }

being duly sworn, disposes and says: that

(PRINT NAME) (OWNER, LESSEE, ARCHITECT, BUILDER, CONTRACTOR)

(PRINT NAME OF PROPERTY OWNER)

is the owner of the premises to which this application applies; that he/she (the applicant) is duly authorized to make this application; and that the statements contained here are true to the best of his/her 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, and in accordance with all applicable laws, ordinances and regulations.

Signature of Applicant/Contractor Westchester County License#(if applicable)

Applicant Sworn Before Me This ____ Day of _____ 20 ____

(NOTE: The filing of this application does not constitute a permit to commence construction)

NOTARY PUBLIC

Section VIII - BUILDING OWNER CERTIFICATION (If applicable):*(To be signed by Owner)*

I, _____, hereby certify that i have full knowledge of the proposed alteration at my property as described herein and take no exception to such activity.

Signature of Property Owner Date

Print Name & Title.

Note: A notarized letter granting the above signed applicant permission to submit this application can be attached to application , in lieu of completeing owner certification.

Section IX - BUILDER / CONTRACTOR CERTIFICATION:*(To be signed by Builder or Contractor and witnessed)*

I, _____, the Builder/Contractor, to the fullest extent permitted by law, shall save, keep , indemnify and hold harmless the City of White Plains and their respective officers, officials, employees, and agents from and against all liability, injury, loss or damage, cost or expense in law or in equity that may at any time arise directly or indirectly by reason of or in the course of performing the work pursuant to the Building Permit, which may be occasioned by any willful or negligent act or omission of the permittee, any of the permittee's employees, volunteers or any subcontractor. The foregoing provisions shall not be construed to cause the permittee to indemnify the City of White Plains from it's sole negligence. The Builder/Contractor hereby agrees to perform said work strictly in accordance with the conditions of the permit, the provisions of the Charter and the Ordinances of the City of White Plains , and the rules, regulations, and specifications of the Department of Building.

Signature of Builder/Contractor Date Westchester County License #

Signature of Witness Date

Name of Company or D/B/A

Print Name of Witness

Section IX - ARCHITECT/ENGINEER CERTIFICATION (If applicable):

I, _____, hereby certify that the plan (s) submitted herein were prepared under my supervision and to the best of my knowledge are in compliance with the applicable provisions of the International Building Codes, Codes of New York, including the White Plains Supplemental Code.

Signature of Architect/Engineer Date

Signature of Witness Date

Print Name & Title.

Print Name of Witness



CITY OF WHITE PLAINS

DEPARTMENT OF BUILDING

70 Church Street, White Plains, New York 10601

Phone: (914) 422 - 1269 * Fax: (914) 422 - 1471

<http://www.cityofwhiteplains.com/>

BUILDING LONG FORM REQUIREMENTS: (VOLUME ADDED)

1. One (1) topographic-survey-plot-plan, one (1) assembled set of complete architectural, structural, mechanical, electrical, plumbing plans signed & sealed (Hard Copy). One (1) Flash drive with separate PDF files of all signed & sealed plans submitted by type. example: Architectural, structural, mechanical, electrical, plumbing etc.
 - A. Topographic-survey-plot plans must show:
 - Topography with appropriate contour intervals extended 10' into adjoining property. Location of buildings, driveways and any retaining walls, with all dimensions and setbacks. Indicate all trees on private and city property.
 - Name of street, with elevations at center line of street.
 - Reference grade to curb along center line of building and elevation of lowest finished floor and roof, if flat roof.
 - Location of utilities in street and connections to buildings. Indicate invert and rim elevations at manholes closest to property side lines.
 - Drainage system with detail of catch basin, and/or dry wells, and yard drainage, showing finished grade elevations and detailed storm runoff pattern (using drainage arrows).
 - Driveway profile from center line of street to garage floor or parking space. Indicate slopes by percent (%) of grade. The driveway profile must indicate the following-" 1\4 inch to 1 foot pitch from property line to TOP of street curb". Elevations at center line of street, TOP of curb, and at property line must also be indicated on profile. Where there is no curb, the elevation at center line of street is assumed as curb elevation and should be so indicated.
 - B. Plans must include dimensioned floor plan, cross sections, details and elevations with existing and proposed grades to property line.
 - C. Plans to include certification by a New York State Licensed Professional in accordance with the New York State Energy Conservation Construction.
 - D. "Tree Protection Preservation and Reforestation Plan" : Submit said plan showing existing trees and protection thereof per the Tree Preservation Protection Standards (see separate standards for design details).
2. One (1) completed Building Long Form (Volume Added) with appropriate fee.
 - A. Affidavit of Cost Form must be filed for any job over \$5,000 after completion.
3. For all construction costing \$20,000 or any structural changes, submit one completed form entitled, "Designers Affidavit for Approval of Plans and Specifications". Submit form entitled, "Owner's Affidavit for Provision of Construction Field Inspection by a Licensed New York State Design Professional" in addition, owner's affidavit for "Controlled Procedures by Design Professional" is required. Plans must be signed and sealed by a New York State Licensed Professional Engineer or Registered Architect.

BUILDING LONG FORM REQUIREMENTS (VOLUME ADDED): (continued)

4. Provide certificates of insurance (Accord Form) made out to The City of White Plains as Holder.
 - A. General Liability showing The City of White Plains as additionally insured for \$1,000,000 coverage/occurrence.
Exception: Homeowners shall provide General Liability showing City of White Plains as additionally insured for \$500,000 coverage/occurrence.
 - B. Automobile Liability for \$1,000,000 coverage CSL.
 - C. Statutory Worker's Compensation.
Exception: 1. Contractors with no employees, submit stamped NYS Worker's Compensation Board Form #CE-200(01-2018);#C-105.2 or U-26.3; #SI-12
2. Homeowners with no employees, submit a completed NYS Workers' Compensation Board form #CE-200(01-2018)
 - D. Statutory N.Y. State Disability. If no employees, please submit Applicant Affidavit Hold Harmless.
Exception: 1. Contractors with no employees, submit stamped NYS Worker's Compensation Board Form #CE-200(01-2018);#DB-120.1; #DB-155
2. Homeowners with no employees, submit a completed NYS Workers' Compensation Board form #CE-200(01-2018)

Any questions relating to NYS Worker's Compensation forms should be directed to the Board's Bureau of Compliance at 866-298-7830 their official website: www.wcb.ny.gov
5. Written approval from the Westchester County Department of Public Works, if any of the property bounds on a County Road, or if there is any access to County Road.
6. Applicants for one and two family dwellings shall submit one completed "Look Alike Affidavit".
7. Separate applications and permits are required for the following: Electrical, Plumbing, HVAC, Mechanical equipment, (elevators, conveyors, battery rooms, generators etc.), Hoistings, Fire Suppression systems, Fire Alarm systems, Signs and Awnings.
8. File in person at Building Department. Plan/Review consultations and new Applications are processed between the hours of 9am to 1pm.
9. Incomplete applications will not be processed and will be considered abandoned after six months.
10. Provide all fees in form of Check or Money Order.
11. Provide all applicable Building Zoning Ordinance Criteria in Tabular form on drawings. Refer to Building Department Zoning Compliance Form for guidelines and format.
12. New York State Department of Environmental Control requirements for new one and two family projects:
 - A. Provide a completed "Short Environmental Assessment Form" (NYSDEP form) with application.
 - B. Provide an Erosion & Sediment Control Plan per standards outlined in Appendix E of the NYSDEP standards.

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

<u>Ground Snow Load (psf)</u>	<u>Wind Speed (mph)</u>	<u>Seismic Design Category</u>	<u>Subject to Damage From</u>				<u>Winter Design Temperature</u>	<u>Ice Shield Underlayment</u>	<u>Flood Hazard</u>
			<u>Weathering</u>	<u>Frost Line Depth</u>	<u>Termite</u>	<u>Decay</u>			
20	115	B	Severe	3' - 6'	Moderate to Heavy	Slight to Moderate	12	Yes	F.I.R.M. (Sept'2007)
				<u>Air Freezing Index</u>	<u>Mean Annual Temp</u>				
				1500	52.2 degrees				

RESIDENTIAL: (One and two family dwellings)

1. NEW CONSTRUCTION & ADDITIONS (Estimated Cost).

FEES: First \$1,000 general construction cost = \$100.00

Over \$1,000 = \$5.00 for each additional \$1000 general construction cost (or part thereof)

2. ALTERATIONS, DEMOLITIONS, EXCAVATION, GRADING OR FILLING, MECHANICAL, HEATING, A/C, ELECTRICAL etc. - (Estimated Cost).

FEES: First \$1,000 construction cost = \$100.00

Over \$1000 = \$10.00 for each additional \$1000 construction cost (or part thereof).

3. PLUMBING SYSTEMS - (Estimated Cost).

FEES: First \$1,000 construction cost = \$50.00

Over \$1000 = \$30.00 for each additional \$1000 construction cost (or part thereof)

4. PLAN AMENDMENT \$100.00 each amended plan.

6. TCO - \$125/ inspection for 180 day duration. All renewals \$125 for additional 180 day period.

7. CO - \$125.00 per inspection.

8. SUBSTITUTE/ UPDATED CO - \$100.00 per inspection.

MISCELLANEOUS FEES:

1. TEMPORARY STRUCTURES - tents, reviewing stands, etc. \$50.00 each.

2. REINSPECTION ALL TRADES - \$100 per occurrence.

Exception: Vertical Transportation- \$200 per occurrence.

Scheduled inspection cancellation without 48 hours notice-\$300/occurrence.

3. SIGNS - \$50.00 per sign plus \$2.00 per sq. ft. of sign display surface.

4. AWNING / CANOPY - \$25.00 each.

5. BUNTING - \$50.00 each.

6. HOISTING PERMIT - \$200.00 each.

7. LEGALIZATION - Two(2) times calculated permit fee per trade/permit.

8. PERMIT REACTIVATION - \$150.00

9. SPECIAL PERMIT, SITE PLAN & ZONING FEES - See separate chart

10. Rental Registry Program-\$125 for 1st Dwelling Unit+\$10/each additional unit.

Rental Registry Program-Annual renewal fee = 50% of Initial Fee

MULTI-FAMILY DWELLINGS & COMMERCIAL CONSTRUCTION:

1. NEW BUILDINGS, ADDITIONS, ALTERATIONS, DEMOLITIONS, EXCAVATION, GRADING OR FILLING, MECHANICAL, HEATING, VENTILATING, A/C, SCAFFOLDING, PAVING, FIRE SUPPRESSION SYSTEMS, ELECTRICAL, etc. - (Estimated Cost).

FEES: First \$1,000 general construction cost = \$100.00

Over \$1,000 = \$16.00 for each additional \$1000 general construction cost (or part thereof)

2. PLUMBING SYSTEMS - (Estimated Cost).

FEES: First \$1,000 construction cost = \$75.00

Over \$1000 = \$30.00 for each additional \$1000 construction cost (or part thereof)

3. PLAN AMENDMENT \$200.00 each amended plan.

4. TCO : Residential Condo Unit - \$125/180 day duration. Renewals same price and duration.

TCO : Commercial Condo Unit - \$500/180 day duration. Renewals same price and duration.

TCO : Multi Residence (Rental/Coop/ Buildings), Common areas of Condo & Commercial Buildings

- Initial TCO Inspection fee \$500 for 180 duration.

- 1st TCO renewal fee \$750 to extend for additional 90 days.

- Subsequent renewals shall be most recent renewal fee plus \$500 to extend additional 30 days.

5. CO: Residential Condo Unit - \$125/unit.

CO: Commercial Condo Unit - \$500/unit.

CO: Multi Residence (Rental/Coop/ Buildings) \$50/unit with minimum fee of \$500.

CO: Common Areas of Residential/Commercial Condo Building or Commercial Building \$500.

CO: Hotels, Motels, Hospitals etc. \$25/room.

6. SUBSTITUTE /UPDATED CO :

- Multiple residence(rental or Condo) building \$100 + \$10/dwelling unit.

- Common Areas of Residential/Commercial Condo Building or Commercial Building \$200.

- Non-Residential Building, Commercial Condo Unit - \$300.00

MISCELLANEOUS FEES:

1. TEMPORARY STRUCTURES - tents, reviewing stands, etc. \$50.00 each.

2. REINSPECTION ALL TRADES - \$100 per occurrence.

Exception: Vertical Transportation- \$200 per occurrence.

Scheduled inspection cancellation without 48 hours notice-\$300/occurrence.

3. SIGNS - \$50.00 per sign plus \$2.00 per sq. ft. of sign display surface.

4. AWNING / CANOPY - \$25.00 each; BUNTING - \$50.00 each.

6. HOISTING PERMIT - \$200.00 each.

7. LEGALIZATION - Three(3) times calculated permit fee per trade/permit.

8. PERMIT REACTIVATION - \$150.00

9. OCCUPANCY POSTER- \$35/Year.

12. CABARETS: Bldg Fee- \$500 (New application) \$100 Annual Bldg (Renewal)

SP/Zoning Fee- \$500 (New application) \$500 (Renewal Special Permit)

13. OUTDOOR DINING: Bldg Fee- \$500 (New application) \$250(Annual renewal)

14. Rental Registry Program-\$125 1st Unit+\$10/each additional unit. Renewal fee 50% of initial fee.