

APPLICATION FOR ALL PERMITS

BUILDING / ELECTRICAL / MECHANICAL / PLUMBING / ALARMS / FIRE SUPPRESSION, ETC.

Application Checklist

- ☐ **Permit Application – signed and notarized**
- ☐ **Insurance Certificates**
- ☐ **Worker's Compensation Statement (not on Accord form – NYS acceptable forms are C-105.2, CE-200, GSI-105.2, SI-12, or U-26.3)**
- ☐ **Copy of Westchester County License (for residential work) & Westchester County Plumbing and Electrical License for all plumbing and electrical work**
- ☐ **Application Fee**
- ☐ **Permit Fees (can be included in the same check as application fee)**
- ☐ **Three (3) sets of Plans (where required)**
- ☐ **Provide email addresses on the application so we can contact you.**

Note: Incomplete applications will be returned without review.

A standard two (2) week review timeframe by the Building Department is typical for most 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

Permit No.: _____

Date: _____

Plans: ☐ Yes ☐ No

Village of Elmsford

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
Building Dept (914) 345-1553
Fax (914) 592-8129 email: building@elmsfordny.org

Total Fee: _____

PERMIT APPLICATION – FOR ALL CONSTRUCTION PERMITS

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.

FILL IN ALL BLANKS OR APPLICATION MAY BE RETURNED

Application Fee: _____

Check only one box – separate form required for each permit

APPLYING FOR:

☐ Building Permit ☐ Electrical Permit ☐ Plumbing Permit ☐ HVAC System Permit ☐ Fire Suppression/Alarm Permit

TYPE OF WORK:

☐ Residential (new)	☐ Residential (addition/alteration)	☐ Accessory Structure/Shed/Garage
☐ Commercial (new)	☐ Commercial (addition/alteration)	☐ Retaining Wall
☐ Demolition	☐ Pool/Deck/Patio/Fence	☐ Oil Tank Removal or Abandonment
☐ Interior Demolition Only	☐ Finished Basement	☐ Other _____

SITE DATA:

SBL: 5. ____ - ____ - ____

Street Address: _____

Description of work: _____

The following information is to be completed in full.

OWNER:

Name: _____

Address: _____

Phone: _____

Cellular: _____

Email* : _____

CONTRACTOR: ☐ General Contractor ☐ Electrician ☐ Plumber ☐ Mechanical ☐ Fire Suppression/Alarm

Name: _____

(Westchester County License # if applicable)

Address: _____

Phone: _____

Cellular: _____

Email* : _____

Permit Fee: _____

APPLICANT: Applicant is: ☐ Owner ☐ Lessee ☐ Contractor ☐ Other _____ (complete below in full)

TO BE COMPLETED ONLY IF "OTHER" IS CHECKED:

Name: _____

Phone: _____

Address: _____

Cellular: _____

_____ Email* : _____

(Form continued on back)

LESSEE (TENANT):

Name: _____

Address: _____

Email* : _____

Phone: _____

Cellular: _____

ARCHITECT/ ENGINEER:

Name: _____

(New York State Registration #)

Address: _____

Email* : _____

Phone: _____

Cellular: _____

COST OF CONSTRUCTION OR VALUATION:

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).

AUTHORIZATION :**

State of New York, County of _____, _____ being duly sworn
(COUNTY) (NAME OF OWNER OR AUTHORIZED REPRESENTATIVE)

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

Applicants Signature: _____

this _____ day of _____

Print Applicants Name: _____

Notary Public: _____

Seal

* Comments, requests for additional information, and notification that permits are ready are sent by email. If email addresses are not provided, comments will be mailed to the Engineer or Owner.

** If the OWNER signs this authorization, then the PROXY STATEMENT is not required. If anyone other than the OWNER signs, then the OWNER must sign the PROXY STATEMENT on the next page.

DO NOT WRITE BELOW THIS LINE FOR OFFICIAL USE ONLY

Building Department Review By: _____

Date: _____

☐ Disapproved ☐ Approved

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Building Dept (914) 345-1553
Fax (914) 592-8129 building@elmsfordny.org

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
(property address)

application and that he/she has authorized the following to make stated application(s):

for Building Permit _____
(contractor name)

for Plumbing Permit _____
(plumber name)

for Electrical Permit _____
(electrician name)

for _____ permit _____
(other permit type) (contractor name)

Sworn to before me this

_____ day of _____, 20_____

Signature of Owner

Notary Public

Seal

FOR VILLAGE USE ONLY

rev. 6-1-2021

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

Building/Mechanical/Fire Suppression Permits For all work performed without a permit an additional administrative fee is due equal to the permit fee calculated. Contact the Building Department to confirm Permits required to be issued.	Application Fee	\$160.00	Non-refundable fee to be submitted with application
	Permit Fee less than \$6,000 in construction cost	\$75.00	
	Permit Fee \$6,000.00 in construction cost and greater	\$12.50 per \$1,000 of construction cost	Example: \$50,000 construction cost $50,000/1,000 = 50$ $50 \times 12.50 = \$625.00$ Fee
	Temporary Certificate of Occupancy	\$150.00	
	Certificate of Occupancy	\$100.00	
	Certificate of Completion	\$50.00	
Minor Permits: Sheds Residential Roofs, Fences	Permit Fee (Application Fee is Waived)	\$110.00	
Permit Renewal	Every 6 months after 1 st year	\$100	
Fee: \$ _____			
Administrative fee for work without a permit. (Equal to Permit Fee) Fee: \$ _____			

Electrical / Alarm System / Low Voltage Permits (based on construction cost)	\$0 to \$1,000	\$100.00	
	\$1,001 to \$5,000	\$150.00	
	Greater than \$5,000	3% of the cost of the electrical work	Example: \$20,000 construction cost $20,000 \times 3\% = 600$ Fee
Fee: \$ _____			

Plumbing Permit (See back for Plumbing Fixture worksheet)	Permit fee	\$90.00	Includes up to 3 fixtures
	Additional Fee	\$10 per fixture over 3	Example: 5 fixtures (toilet, lavatory sink, tub, kitchen sink, laundry sink) $5 - 3 \text{ (included)} = 2 \quad 2 \times \$10 = \$20$ $\$90 + \$20 = \$110.00$ Fee
	Gas Test Only	\$50	Gas test counts a 1 fixture if part of a larger plumbing project
	Sewer Tap	\$100	New connection to Village Sewer
Total number of fixtures _____ Fee: \$ _____			

Demolition Permit	Permit Fee per structure	\$200.00	Fee: \$ _____
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The Building Permit application fee 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.

FOR PLUMBING PERMIT APPLICATIONS ONLY

Plumbing Fixture Table	Fixture Location and Number of Fixtures																
	Basement	First Floor	Second Floor	Third Floor	Fourth Floor	Fifth Floor	Sixth Floor	Seventh Floor		Basement	First Floor	Second Floor	Third Floor	Fourth Floor	Fifth Floor	Sixth Floor	Seventh Floor
Fixture Type	Fixture Type																
AIR CONDITIONER									HUMIDIFIER								
BAR SINK									ICE MAKER								
BASIN/LAVATORY									OTHER FIXTURES								
BATH TUB									ROOF DRAIN								
BEVERAGE DISPENSER									SERVICE/MOP SINK								
BIDET									SEWER EJECT PUMP								
COFFEE URN/MAKER									SHAMPOO BASIN								
CONDENSATE DRAIN									SHOWER								
DENTAL CHAIR/UNIT									SINK								
DISHWASHER									SLOP-SINKS								
DISPOSAL									STEAM TABLE								
DRINKING FOUNTAIN									SUMP PUMP								
FLOOR DRAIN									SWIMMING POOL								
FLOOR SINK/O.S.D.									TUB/WHIRL POOL								
GAS BOILER									URINAL								
GAS DRYER									VACUUM SYSTEM								
GAS FRYER									WASH TRAY								
GAS FURNACE									WASH-BASINS								
GAS GRILL									WASHING MACHINE								
GAS MISCELLANEOUS									WATER BOOSTER PUMP								
GAS OVEN/BROILER									WATER CLOSET								
GAS POOL/HOT TUB HTR									WATER HEATER								
GAS RANGE/WOK																	
GAS ROOF TOP UNIT																	
GAS SPACE HEATER																	
GAS STOVE																	
GAS WATER HEATER																	
HOSE BIB/ HYDRANT																	

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building@elmsfordny.org

Construction Inspections Required

**AN APPOINTMENT FOR AN INSPECTION MUST BE
MADE DURING NORMAL BUSINESS HOURS AT LEAST 24 HOURS IN
ADVANCE BY CALLING
(914) 345-1553**

The following list of typical required inspections to be made by the Building Inspector or his duly authorized assistant or representative. This list is for general information only and does not include all the specific items inspected.

- | | |
|---|---|
| ☐ Subgrade (Soil density as required) | ☐ Rough plumbing |
| ☐ Excavation and forms for footings prior to concrete placement | ☐ Hot and cold water line test (75 lb. min with no loss) |
| ☐ Foundation forms and reinforcing prior to concrete placement | ☐ Rough electric by 3 rd party agency |
| ☐ Foundation waterproofing | ☐ Final electric by 3 rd party agency |
| ☐ Foundation drainage prior to backfill | ☐ Insulation |
| ☐ Slab subgrade and reinforcing prior to placement of concrete | ☐ Gypsum board prior to tape and spackle |
| ☐ Framing (Foundation survey must be submitted and accepted prior to framing construction) | ☐ Fireplace, wood stove, chimney, flues |
| ☐ Walls, floor, and roof sheathing (prior to any siding, finish flooring, or roofing is installed) | ☐ Water service |
| ☐ Final for Certificate of Occupancy | ☐ Sewer Connection/Septic system |
| ☐ Plumbing & Heating system | ☐ Deck/Porch piers |
| ☐ Trim | ☐ Mechanical ducts |
| ☐ Appliances | ☐ Railings and stairs |
| ☐ Finish Flooring | |
| ☐ Roofing | ☐ Backflow Prevention |
| ☐ As built (final survey) | ☐ Paint |
| ☐ Doors | ☐ Fire protection |
| | ☐ Cabinetry |
| | ☐ Siding |
| | ☐ Windows |
| | ☐ Egress elements |

Upon completion of work and prior to issuance of a Certificate of Occupancy the following is required:

1. All Fees paid including for Certificate of Occupancy or Completion
2. Verification of Location (final survey from a NY Licensed Surveyor)
3. Final Electrical Inspection (from a licensed New York State Electrical Inspector).
4. All appropriate inspections complete and satisfactory.

New buildings, additions and alterations require all inspections.

Demolition and Fence require – Pre-construction and Final Inspection.

Decks and Sheds require - footings, framing, and Final Inspection.

Pools require - footings and Final Inspection.