



Town of New Castle

200 South Greeley Avenue, Chappaqua NY 10514 • Ph. (914) 238-4723 • Fax (914) 238-5177
e-mail: building@mynewcastleny.gov

APPLICATION FOR BUILDING PERMIT

Examined Date _____ 20____

Approved Date _____ 20____

Approved By _____ 20____
(Building Inspector)

The following items must be submitted for initial review unless waived by the Building Inspector

1. One Building Permit application, signed by property owner. Landmark and Historical Designation require
2. One copy of existing survey.
3. Two copies of overall site plan showing all proposed improvements and location of septic, if applicable.
4. Three sets of construction drawings (2- full scale and 1- 11x 17 set) and specifications including elevations, foundation plan, floor plans and cross sections. Mechanical, electrical or plumbing drawings as required by the Building Inspector. (Signed & Sealed).
5. Permit fee: (see construction cost and fee table). HVAC, Electrical, Plumbing requires separate permits.
6. Westchester County Board of Health approval necessary for new residences and for bedroom additions.
7. For existing residences, proof of recent septic pump out (within 5 years) or proof of sewer connection.
8. Three copies of fire sprinkler system design plan, if applicable. See NFPA-13.
9. Other permits may be required including Steep Slopes, Wetlands and Tree Removal.
10. If Architectural Review Board is necessary, application must be submitted one week prior to meeting with photographs of all elevations (*architectural elevation drawing of 1 or more sides may be required*) of existing structure, satellite image, and front elevation of adjacent neighbors' residences. Submittal shall be accompanied with CD or thumb drive of entire application in single PDF format.
11. F.A.R and Coverage Calculation Worksheet
12. TRUSS Certification
13. IF application is for Solar Panel System, Unified Solar Permit Application and C.O Application and fee shall accompany this form along with other applicable documents

(DO NOT WRITE ABOVE LINE – FOR OFFICIAL USE ONLY)

1. Property Owner

- a) Print Name _____ b) Signature of Owner: _____
- c) Mailing Address _____
- d) Telephone Number: _____ e) E-Mail Address _____

2. Location and Description of Property

- a) Street Location: _____
- b) Tax Designation: Section _____ Block _____ Lot _____
- c) Area of Lot: _____ acres _____ square feet
- d) Zoning District: ☐ ¼ acre ☐ ½ acre ☐ 1 acre ☐ 2 acre ☐ other _____

3. Construction Type and Location on Property

- a) Type of Construction (check one and fill appropriate sub-section).
- ☐ New Residence
- # Bedrooms _____ # Bathrooms _____ Finished Basement ☐ Yes ☐ No
- #Decks/Porches _____ Garage: # of bays _____ ☐ attached ☐ detached
- ☐ Addition /Alterations to existing residence (please be specific): _____
- _____
- ☐ Swimming Pool (provide dimensions): ☐ Tennis Court (provide dimensions):
- ☐ Commercial (# stories, intended use) _____
- ☐ Accessory Building (intended use): _____
- ☐ Retaining Wall (indicate height): _____ ☐ Patio (indicate square footage) _____
- ☐ Filling and Grading
- c) Area of Disturbance: _____ square feet

- d) Will you be cutting trees?

☐ Yes☐ No

How many _____
- e) Are you within a wetland buffer?

☐ Yes☐ No
- f) Are you displacing a slope greater than 15 percent?

☐ Yes☐ No
- g) Is the property located in a Conservation Subdivision?

☐ Yes☐ No

4. Construction Cost and Fee

The estimated cost shall include all labor, material, scaffolding, fixed equipment, professional fees, filling and grading, miscellaneous site work and material and labor which may be donated gratis.

- a) What is the estimated cost of construction, (exclusive of lot)?

\$ _____

What is the estimated cost of site work?

\$ _____

What is the total estimate cost of construction?

\$ _____ (sum of above)
- b) Total square feet of new construction: _____ square feet

Basement _____ First Floor _____ Second Floor _____ Attic _____
- c) Permit fee: \$ _____

Res. Addition/Alteration/Renovation:

\$150 for 1st \$1,000 in construction cost; \$18 each add'l \$1,000

New Residence:

\$150 for 1st \$1,000 in construction cost; \$18 each add'l \$1,000

New Alt/Add. For Commercial Multi-family, Religious & Public assembly

\$200 for 1st \$1,000 in construction cost; \$20 each add'l \$1,000
5. Agents
- a) Name of Registered Architect _____ NYS License # _____

Address _____

Office# _____ Cell # _____

E-Mail _____

b) Name of Professional Engineers _____ NYS License # _____

Address _____

Office# _____ Cell # _____

E-Mail _____

c) Name of Builder _____ West. Co. License # _____

Address _____

Office# _____ Cell # _____

E-Mail _____

d) Who Will Supervise the Work (check one) - ☐ Builder ☐ Architect ☐ Engineer ☐ Owner ☐ Other

Main Contact Number _____ & E-mail _____

e) Prior to the issuance of a Building Permit, the builder shall produce evidence of insurance by providing a copy of the Workman's Compensation Certificate issued by the Policy Carrier (Form C-105.2), Disability Insurance (Form DB-120.1) and Westchester County Home Improvement License.
- SIGNATURE OF APPLICANT
- Last modified 03/27/25