

PROCEDURE FOR FILING AN APPLICATION FOR A BUILDING PERMIT

A Building Permit is required for the construction, repair, renovation, alteration, improvement or change of use of any structure and for the construction and/or installation of fences, walls, pools, tool sheds, decks, signs, etc.

All applications, except interior alterations to a building, **MUST** be approved by the Board of Architectural Review **PRIOR** to the issuance of a Building Permit. Said Board of Architectural Review meets on the **1ST AND 3RD TUESDAY** evening at 8:00 P.M. with the exception of July and August when they may only meet once during each of those periods.

All applications must be reviewed by the Building Inspector for compliance with the applicable Building Codes and Zoning Ordinances prior to placement on the B.A.R. agenda. You will be notified by the Building Inspector when to attend the B.A.R. meeting.

The application shall be filled out completely and legibly with three sets of plans containing the following information:

1. Elevation drawings showing all affected areas of construction (exterior only).
 2. Floor plans.
 3. Structural drawings and details including mechanicals, electric, and plumbing.
 4. Three copies of the Zoning Worksheet filled out completely and legibly.
 5. Fire sprinkler plans are required for all new construction, and for alterations and additions to existing structures that have an existing fire sprinkler system.
 6. Survey of property and structures thereon.
 7. Topographical information.
 8. Storm water drainage and containment plans.
 9. Photographs of the site where construction is proposed; minimum of three (3).
 10. One photograph showing the front of building and/or property.
 11. One photograph of each adjacent structure as taken from the street and center line of said structure.
 12. All plans shall be drawn in a professional manner so as to comply with the New York State Education Law which requires an architect's or engineer's signature and seal.
 13. The complete address and telephone number of the applicant, property owner, architect, and contractor.
- Note: If the applicant is not the owner, a letter of permission from the property owner is required.
14. Application must be accompanied by the **REQUIRED \$75.00 APPLICATION FEE.** A permit fee will be due and payable upon issuance of the building permit. Call the office for the fee schedule

A. Failure to comply with the above may result in unnecessary delay in the consideration of your application by the Building Inspector and/or Board of Architectural Review.

B. The Building Department will not accept any application that does not include all of the foregoing.

C. The applicant or a representative is **required to** attend the Board of Architectural Review meeting. The installer of new signs, fences, and similar structures must be present when the Board of Architectural Review examines applications.

D. Upon denial or amendment by the Building Inspector or Board of Architectural Review, the applicant may appeal in person at the next regular scheduled meeting of the Zoning Board of Appeals.

IF YOU WILL BE USING VEHICLES IN EXCESS OF 10 TONS MORE THAN ONCE IN A SINGLE WEEK, YOU MUST FILE A BOND AS PER ARDSLEY VILLAGE CODE, SECTION 190-14.

APPLICATION #: _____ **APPLICATION DATE:** _____

PERMIT #: _____ **APPLICATION FEE:** _____

ISSUE DATE: _____ **PERMIT FEE:** _____

() Erect a Building () Addition to a building () Install a Sign () Demolish Building
() Alter a Building () Repairs/replacement () Other

Cost of Work: _____ (Note: The cost of work shall include all labor, materials, scaffolding, fixed equipment, professional fees and materials and labor which may be donated gratis)

In accordance with the following statements, the specifications and plans herewith submitted and made part of this application, I (or We) do hereby certify that the construction, alteration or demolition will comply with all provisions of the New York State Uniform Fire prevention and Building Code, the Building Code and Zoning Code of the Village of Ardsley, the regulations of the Health Departments of Westchester County and the State of New York, and other applicable laws, whether specified herein or not. This application will be abandoned in 6 months after the application date, unless before that date, a permit shall have been issued.

Signature of Property Owner

Signature of Person making Application

Street Address of Proposed Work_____

Parcel ID #: Section_____Sub Sec_____Block_____Lot_____Zoning District_____

Property Owner (print name)_____ Phone #_____

Address of owner: _____ City: _____ State: _____ Zip: _____

Property Lessee (print name)_____ Phone #_____

Address of lessee: _____ City: _____ State: _____ Zip: _____

Applicant (print name)_____ Phone #_____

Address of applicant _____ City: _____ State: _____ Zip: _____

Use of Building_____ Type of Foundation_____

Type of frame_____ Type of Roof Framing_____

Type of Water Supply_____ Type of Sewage Disposal_____

Number of Families_____ Total # of Rooms_____ # of Bedrooms_____

of Baths_____ # of Kitchens_____ Type of Heat_____

Fire Sprinkler System_____ Fireplace_____ Year Built_____

Central Air_____ Garage Capacity_____ Finished Bsmt?_____

Basement Sq/Ft_____ First Floor Sq/Ft_____ Second Floor Sq/Ft_____

Construction classification: _____(Type 1 Non-combustible 1A or 1B, Type 2 Non-Combustible 2A or 2B, Type 3 Ordinary, 3A or 3B, Type 4 Heavy Timber, Type 5 Wood Frame 5A or 5b)

Who will supervise the work: _____(contractor, builder, architect, etc.)

Architect (print name)_____ Phone #_____

Address of architect:_____ License #_____

City: _____ State:_____ Zip:_____

Engineer (print name)_____ Phone #_____

Address of engineer:_____ License #_____

City: _____ State:_____ Zip:_____

Contractor (print name)_____ Phone #_____

Contractor Address:_____ City: _____ State:_____ Zip:_____

Westchester County Home Improvement License #_____ Expiration date_____

<u>TYPE OF INSURANCE</u>	<u>POLICY #</u>	<u>EXPIRATION</u>	<u>INSURANCE COMPANY</u>
Workmen's Compensation	_____	_____	_____
Disability Benefits Insurance	_____	_____	_____
General Liability	_____	_____	_____

NOTE: Applicant must furnish Certificates of Insurance evidencing the above coverage prior to issuance of permit.

I WILL BE USING VEHICLES IN EXCESS OF 10 TONS. YES_____ NO_____