PROCEDURE FOR FILING AN APPLICATION FOR A ROOFING & SIDING 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 roofing, siding, fences, walls, pools, tool sheds, decks, signs, etc.

This application is only to be used for the installation of new roofing and/or siding materials on an existing building. It is not to be used for any structural work such as installing skylights, installing new windows and doors, or any other work that affects the appearance and/or structural safety of the building.

Some applications 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 of each month at 8:00 P.M. with the exception of July and August when they may only meet once during each of those months.

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 <u>if</u> you must attend the B.A.R. meeting.

The application shall be <u>filled out completely and legibly</u> and shall include the following information:

- 1. A detailed description of the work to be performed including information on whether the existing materials will be removed prior to the placement of the new materials.
- 2. A copy of the signed contract.
- 3. Sample literature from the manufacturer showing the type and color of the materials to be used.
- 4. 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.
- 5. Application must be accompanied by the required one-hundred twenty-five dollar (\$125.00) fee.
- 6. Certificates of insurance for Worker's Compensation, General Liability, and Disability Insurance showing the Village of Ardsley as Certificate Holder.
- 7. A copy of the contractor's Westchester County Home Improvement License.

- 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 owner, or applicant, or a representative is <u>required to</u> attend the Board of Architectural Review meeting.
- 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.

VILLAGE OF ARDSLEY BUILDING DEPARTMENT 507 ASHFORD AVENUE

ARDSLEY, NEW YORK 10502

Phone: 914-693-6961 Fax: 914-693-3706

APPLICATION #: PERMIT #:						
ISSUE DATE:		PERMIT FEE:				
I/We do hereby make a			() Other			
Description of work:						
Cost of Work:	sional fees and r	(Note: materials and l	: The cost of work slabor which may be	hall include all labor, materials, scaffoldonated gratis)	ding,	
application, I (or We) d the New York State Un Ardsley, the regulations	o hereby certify iform Fire preve of the Health Der specified herei	that the construction and Build epartments of in or not. This	uction, alteration or ding Code, the Build Westchester County application will be a	herewith submitted and made part of the demolition will comply with all provised ding Code and Zoning Code of the Villey and the State of New York, and other abandoned in 6 months after the application.	ions of age of	
Signature of Property Owner			Signature of Person making Application			
Street Address of Propo	osed Work					
Parcel ID #: Section	Sub Sec	Block	Lot	Zoning District		
Property Owner (print r	name)			Phone #		
Address of owner:			City:	State: Zip:		
Property Lessee (print r	name)			Phone #		
Address of lessee:			City:	State:Zip:		
Applicant (print name)_				Phone #		
Address of applicant			City:	State:Zip:		
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Use of Building	Type of frame			
Type of Roof Framing	Number of Families			
Construction classification: Combustible 2A or 2B, Type 3 Ordinary, 3A or 3B, Type				
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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		
TYPE OF INSURANCE POLICY #	EXPIRATION	INSURANCE COMPANY		
Workmen's Compensation				
Disability Benefits Insurance		_		
General Liability		_		
NOTE: Applicant must furnish <u>Certificates of Insura</u> permit.	ance evidencing the a	bove coverage prior to issuance of		
I WILL BE USING VEHICLES IN EXCESS OF 10	TONS. YES	NO		