

Village of Elmsford

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
TELEPHONE (914) 345-1553

BUILDING PERMIT APPLICATION CHECKLIST

For the following occupancies:

Assembly, Groups A-1, A-2, A-3, A-4 and A-5
Business, Group B
Educational, Group E
Factory and Industrial, Groups F-1 and F-2
High Hazard, Groups H-1, H-2, H-3, H-4 and H-5

Institutional, Groups I-1, I-2, I-3 and I-4
Mercantile, Group M
Residential, Groups R-1, R-2, and R-4
Storage, Groups S-1 and S-2
Utility and Miscellaneous, Group U

- ☐ **Building Permit Application**
- ☐ **Street Opening or Driveway Entrance Permit**
- ☐ **Worker's Compensation Statement**
- ☐ **Planning Board Approvals**
- ☐ **Zoning Board of Appeals Approvals**
- ☐ **Architectural Review Board Approvals**
- ☐ **Attendance at a Presubmission Meeting (required for all existing structures)**
- ☐ **Existing Building Evaluation by a Registered Design Professional
(As required by the Code Enforcement Official)**
- ☐ **Completed Checklist Signed by the Applicant or the Licensed Design Professional**
- ☐ **Three (3) Sets of Building Plans**

The drawings must be drawn to scale and must include an Architect's or Engineer's seal for all work exceeding \$10,000 or involves structural and/or egress elements. Work costing less than \$10,000 may require an Architect's or Engineer's seal at the discretion of the Code Enforcement Official.

The following must be included on your drawings for a permit. Show as a minimum, the following items:

- ☐ **Code Summary Based on the Building Code of New York**
 - o Existing and/or Proposed Occupancy(s)
 - o Existing and/or Proposed Construction Type(s)
 - o Existing and/or Proposed square footage of each occupancy
 - o Maximum and actual travel distances
 - o Number of exits required and provided
 - o Fire-resistance rating requirements for building elements
- ☐ **Detailed Floor Plans**
 - o Existing square footage
 - o Proposed square footage of every room or space
 - o Square footage of each level or story
 - o Egress Locations
 - o Egress Element Occupant Loads (Allowable and Actual)
 - o Smoke & Heat Detector locations
 - o Receptacles
 - o Switches
 - o Switch operated Receptacles
 - o Lighting
 - o Exhaust Fans
 - o Boiler and or furnace location(s)
 - o Accessibility for physically disabled persons
- ☐ **Footing, Foundation and Slab Details.**
 - o Footing/foundation drains
 - o Reinforcing
 - o Slab reinforcing
 - o Concrete specifications
 - o Height of backfill against foundation wall
- ☐ **Exterior Elevations**
 - o Overall height
 - o Floor to ceiling height
- ☐ **Stair & Railing details including Rise and Run.**

NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE

- ☐ Required fire rated assemblies
- ☐ Size and spacing of framing members.
- ☐ Size and spacing of beams and posts.
- ☐ Type of all framing members.
- ☐ Type and size of floor, sheathing, and siding material.
- ☐ Interior Finish Materials
- ☐ Window and Door Schedule showing sizes and compliance with energy requirements.
- ☐ Detail(s) at locations of all insulated areas
- ☐ Show compliance with the Energy Conservation Construction Code of New York State.
- ☐ Furnaces and Flues
 - o Submit shop drawings from manufacturer
 - o Flues must be sized for all appliances connected. Show allowable BTU rating for flue and Maximum BTU's from all appliances.

☐ **Three (3) Copies of Sprinkler Design Plans and calculations sealed by an NYS Licensed Architect or Engineer.**

☐ **Three (3) Copies of Current Survey and Plot Plan sealed by surveyor or engineer, identifying all Existing and Proposed Improvements.**

The following must be included on the plot plan for all improvements.

- | | |
|---|--|
| <input type="checkbox"/> Show all dimensions of all property lines. | <input type="checkbox"/> Distance from the proposed structure to ALL property lines and to the centerline of all adjacent roads. |
| <input type="checkbox"/> Identify scale used. | <input type="checkbox"/> Location of any stream, lake or body of water within 100 feet of the property line. |
| <input type="checkbox"/> North direction identified. | <input type="checkbox"/> State or Federal designated wetlands. |
| <input type="checkbox"/> Easements for utilities including overhead. | <input type="checkbox"/> Utility service locations and connection details including backflow prevention. |
| <input type="checkbox"/> Name of all adjacent roads and driveway location. | <input type="checkbox"/> Water connection location and details |
| <input type="checkbox"/> Vehicle parking areas identified. | <input type="checkbox"/> Sewer System connection and details |
| <input type="checkbox"/> Section, Sheet, Block, and Lot. | |
| <input type="checkbox"/> Property owner's name. | |
| <input type="checkbox"/> All existing structures shown and labeled as to their use and the distance from the proposed structure and property lines. | |

Checklist completed by:

(Print or type name here)

(Title)

(Signature)

(Date)

(Do not write below this line - for official use only)

_____ **Application/Permit Number**

☐ Accepted

☐ Denied

Checklist Reviewed by:

(Print or type name here)

(Title)

(Signature)

(Date)