

Village of Elmsford

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

RESIDENTIAL 1 & 2 FAMILY PERMIT CHECKLIST

- ☐ **Building Permit Application**
- ☐ **Planning, Architectural Review Board, Zoning Board of Appeals Approvals**
- ☐ **Completed Checklist Signed by the Licensed Design Professional**
- ☐ **Three (3) Sets of Building Plans**

The drawings must be drawn to scale and include an Architect's or Engineer's seal. The following must be included on your drawings for a permit. Show as a minimum, the following items:

- ☐ Detailed floor plans
 - Residence square footage
 - Proposed square footage of every room or space
 - Square footage of each level or story
 - Egress Locations
 - Smoke and Carbon Monoxide Detector locations
 - Exhaust Fans
 - Boiler and or furnace location(s)
- ☐ Footing, foundation and slab details.
 - Footing/foundation drains
 - Reinforcing
 - Slab reinforcing
 - Concrete specifications
 - Height of backfill against foundation wall
- ☐ Exterior Elevations
 - Overall height
 - Floor to ceiling height
 - Relationship to the existing residence.
- ☐ Stair & railing details including Rise and run.
- ☐ Exterior wall section for each type of wall showing detailed construction from footing to roof including all material sizes and insulation.
- ☐ Required fire rated assemblies.
- ☐ Size and spacing of floor joists.
- ☐ Size and spacing of beams and posts.
- ☐ Type, size and species of all framing members.
- ☐ Type and size of subfloor, sheathing, and siding material.
- ☐ Loads (wind, floor, snow, and seismic).
- ☐ Window and Door Schedule showing sizes and compliance with light, ventilation, energy, and egress requirements.
- ☐ Occupancy limitations. The application shall include a table showing occupancy limitations for each floor and space. Dwelling units, hotel units, housekeeping units, rooming units and dormitory units total occupancy shall be limited by the most restrictive number calculated from the following:
 - Every bedroom occupied by one person shall contain at least 70 square feet (6.5 m2) of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet (4.6 m2) of floor area for each occupant thereof.
 - Living room occupied by 1 to 2 occupants, no minimum area required; 3 to 5 occupants, 120 square feet minimum required; 6 or more occupants 150 square feet required.
 - Dining room occupied by 1 to 2 occupants, no minimum area required; 3 to 5 occupants, 80 square feet minimum required; 6 or more occupants 100 square feet required.
 - Kitchen occupied by 1 to 5 occupants, 50 square feet minimum required; 6 or more occupants 60 square feet required.
 - Combined living room and dining room spaces shall comply with the requirements of above if the total area is equal to that required for separate rooms and if the space is located so as to function as

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

a combination living room/dining room.

- ☐ Detail(s) at locations of all insulated areas
- ☐ Show compliance with the Energy Conservation Construction Code of New York State.
 - o Provide methodology of compliance, or tables and calculations that demonstrate compliance.
 - o Provide details of materials and assemblies for compliance with envelope requirements.
 - o Provide equipment efficiencies and control methods.
 - o Provide electronic file of model where computer documentation of compliance is provided.
- ☐ 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 Current Plot Plan sealed by a Licensed Architect or Engineer, identifying all Existing and Proposed Improvements. Include copy of Survey, sealed by a Licensed Surveyor, Plot Plan is based on.

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"/> Well location and details (if well is proposed). |
| <input type="checkbox"/> Vehicle parking areas identified. | <input type="checkbox"/> Septic System and details (if system is required). |
| <input type="checkbox"/> Section, Sheet, Block, and Lot. | |
| <input type="checkbox"/> Property owner's name. | |
| <input type="checkbox"/> Zoning bulk table showing existing and proposed areas, setbacks, heights, etc. | |
| <input type="checkbox"/> All existing structures (including pools) shown and labeled as to their use and the distance from the proposed structure and | |

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)