

Village of Elmsford

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

RESIDENTIAL ADDITION 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
 - o Existing residence square footage
 - o Proposed square footage of every room or space within the addition
 - o Square footage of each level or story
 - o Smoke and Carbon Monoxide Detector locations
 - o Receptacles
 - o Switches
 - o Switch operated Receptacles
 - o Lighting
 - o Exhaust Fans
 - o Boiler and or furnace location(s)
- ☐ 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
 - o Relationship to the existing residence.
- ☐ Stair & railing details including Rise and run.
- ☐ 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.
- ☐ Provide detail for method of attachment to existing structure(s).
- ☐ Window and Door Schedule showing sizes and compliance with light, ventilation, energy, and egress requirements.
- ☐ Occupancy Load Table
- ☐ Detail(s) at locations of all insulated areas
- ☐ Show compliance with the Energy Conservation Construction Code of New York State.
- ☐ 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 surveyor or engineer, identifying all Existing and Proposed Improvements.**

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

- ☐ Show all dimensions of all property lines.
- ☐ Identify scale used.
- ☐ North direction identified.
- ☐ Easements for utilities including overhead.

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

- ☐ Name of all adjacent roads and driveway location.
- ☐ Vehicle parking areas identified.
- ☐ Section, Sheet, Block, and Lot.
- ☐ Property owner's name.
- ☐ All existing structures (including pools) shown and labeled as to their use and the distance from the proposed structure and property lines.
- ☐ Distance from the proposed structure to ALL property lines and to the centerline of all adjacent roads.
- ☐ Location of any stream, lake or body of water within 100 feet of the property line.
- ☐ State or Federal designated wetlands.

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)