

# **APPLICATION FOR ALL PERMITS BUILDING / ELECTRICAL / MECHANICAL / PLUMBING / ALARMS / FIRE SUPPRESSION, ETC.**

## **Application Checklist**

- Permit Application – signed and notarized**
- Insurance Certificates**
- Worker’s Compensation Statement (not on Accord form – NYS acceptable forms are C-105.2, CE-200, GSI-105.2, SI-12, or U-26.3)**
- Copy of Westchester County License (for residential work) & Westchester County Plumbing and Electrical License for all plumbing and electrical work**
- Application Fee**
- Permit Fees (can be included in the same check as application fee)**
- Three (3) sets of Plans (where required)**
- Provide email addresses on the application so we can contact you.**

**Note: Incomplete applications will be returned without review.**

**A standard two (2) week review timeframe by the Building Department is typical for most applications. Additional time is required based on the extent and scope of work proposed.**

## ***Village of Elmsford***

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

Permit No.: \_\_\_\_\_

Date: \_\_\_\_\_

Plans:  Yes  No

# Village of Elmsford

Total Fee: \_\_\_\_\_

BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
Building Dept (914) 345-1553  
Fax (914) 592-8129 email: [building@elmsfordny.org](mailto:building@elmsfordny.org)

## PERMIT APPLICATION – FOR ALL CONSTRUCTION PERMITS

Application is hereby made to the Building Department for the issuance of Permits pursuant to the Code of the Village of Elmsford. The applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant attests that the proposed work outlined in this application conforms to all provisions of the Code of the Village of Elmsford and laws of New York State. It is further agreed that the premises will not be occupied until a Certificate of Occupancy has been issued and all fees are paid in full.

**FILL IN ALL BLANKS OR APPLICATION MAY BE RETURNED**

**Application Fee:** \_\_\_\_\_

**Check only one box – separate form required for each permit**

**APPLYING FOR:**

Building Permit  Electrical Permit  Plumbing Permit  HVAC System Permit  Fire Suppression/Alarm Permit

**TYPE OF WORK:**

Residential (new)  Residential (addition/alteration)  Accessory Structure/Shed/Garage  
 Commercial (new)  Commercial (addition/alteration)  Retaining Wall  
 Demolition  Pool/Deck/Patio/Fence  Oil Tank Removal or Abandonment  
 Interior Demolition Only  Finished Basement  Other \_\_\_\_\_

**SITE DATA:**

SBL: 5. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Street Address: \_\_\_\_\_

Description of work: \_\_\_\_\_

The following information is to be completed in full.

**OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Cellular: \_\_\_\_\_

Email\* : \_\_\_\_\_

**CONTRACTOR:**

General Contractor  Electrician  Plumber  Mechanical  Fire Suppression/Alarm

Name: \_\_\_\_\_

(Westchester County License # if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Cellular: \_\_\_\_\_

Email\* : \_\_\_\_\_

**Permit Fee:** \_\_\_\_\_

**APPLICANT:** Applicant is:  Owner  Lessee  Contractor  Other \_\_\_\_\_ (complete below in full)

**TO BE COMPLETED ONLY IF "OTHER" IS CHECKED:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cellular: \_\_\_\_\_

\_\_\_\_\_ Email\* : \_\_\_\_\_

**(Form continued on back)**

**LESSEE (TENANT):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cellular: \_\_\_\_\_

Email\* : \_\_\_\_\_

**ARCHITECT/ ENGINEER:**

Name: \_\_\_\_\_

\_\_\_\_\_  
(New York State Registration #)

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cellular: \_\_\_\_\_

Email\* : \_\_\_\_\_

**COST OF CONSTRUCTION OR VALUATION:**

Cost of Construction or Valuation \$ \_\_\_\_\_ (Valuation or Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done previously without permit or new in connection therewith, exclusive of the cost of the land. The estimated cost shall include all costs related to the above-described project and **shall include all labor that is utilized, whether donated or contracted, including that of the property owner.** If a reasonable valuation or estimate for construction is not provided, the Building Inspector shall determine the amount. If the final cost is less than the estimated cost stated in this Application for Building Permit, no portion of the fee paid upon the filing of the Certificate of Occupancy / Compliance application will be refunded).

**AUTHORIZATION\*\* :**

State of New York, County of \_\_\_\_\_, \_\_\_\_\_ being duly sworn  
(COUNTY) (NAME OF OWNER OR AUTHORIZED REPRESENTATIVE)

deposes and says they are the owner or authorized representative by attached completed proxy statement and are duly authorized to perform or have performed said work and to make and file this application; that all statements are true and to the best of their knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me

Applicants Signature: \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

Print Applicants Name: \_\_\_\_\_

Notary Public: \_\_\_\_\_

Seal

\* Comments, requests for additional information, and notification that permits are ready are sent by email. If email addresses are not provided, comments will be mailed to the Engineer or Owner.

\*\* If the OWNER signs this authorization, then the PROXY STATEMENT is not required. If anyone other than the OWNER signs, then the OWNER must sign the PROXY STATEMENT on the next page.

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**DO NOT WRITE BELOW THIS LINE FOR OFFICIAL USE ONLY**

Building Department Review By: \_\_\_\_\_

Date: \_\_\_\_\_

Disapproved  Approved

# Village of Elmsford

BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
Building Dept (914) 345-1553  
Fax (914) 592-8129 [building@elmsfordny.org](mailto:building@elmsfordny.org)

## PROXY STATEMENT

Proxy is required for all applications (Building, Electrical, Plumbing, Mechanical, Sign, Architectural Review.) when anyone other than the Owner is signing the application.

Date: \_\_\_\_\_

State of \_\_\_\_\_ ) **ss:**

County of \_\_\_\_\_ )

\_\_\_\_\_ being duly sworn, deposes and says the he/she resides at  
(Owner's full name)

\_\_\_\_\_ in the County of \_\_\_\_\_ and the State of \_\_\_\_\_  
(Street, City/Town) (County) (State)

and that he/she is the owner of \_\_\_\_\_, the premises described in the attached  
(property address)

application and that he/she has authorized the following to make stated application(s):

for Building Permit \_\_\_\_\_  
(contractor name)

for Plumbing Permit \_\_\_\_\_  
(plumber name)

for Electrical Permit \_\_\_\_\_  
(electrician name)

for \_\_\_\_\_ permit \_\_\_\_\_  
(other permit type) (contractor name)

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Notary Public

Seal

**FOR VILLAGE USE ONLY**

rev. 6-1-2021

APPLICATION No.: \_\_\_\_\_ or PERMIT No.: \_\_\_\_\_

# Village of Elmsford

BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
TELEPHONE (914) 592-6555

## Fees for Building/Electrical/Mechanical/Fire Suppression/ Alarm/Plumbing Permits

<b>Building/Mechanical/Fire Suppression Permits</b>  <b>For all work performed without a permit an additional administrative fee is due equal to the permit fee calculated.</b>  <b>Contact the Building Department to confirm Permits required to be issued.</b>	Application Fee	\$160.00	Non-refundable fee to be submitted with application
	Permit Fee less than \$6,000 in construction cost	\$75.00	
	Permit Fee \$6,000.00 in construction cost and greater	\$12.50 per \$1,000 of construction cost	Example: \$50,000 construction cost $50,000/1,000 = 50$ $50 \times 12.50 = \$625.00$ Fee
	Temporary Certificate of Occupancy	\$150.00	
	Certificate of Occupancy	\$100.00	
	Certificate of Completion	\$50.00	
<b>Minor Permits: Sheds Residential Roofs, Fences</b>	Permit Fee (Application Fee is Waived)	\$110.00	
<b>Permit Renewal</b>	Every 6 months after 1 <sup>st</sup> year	\$100	

Fee: \$ \_\_\_\_\_

Administrative fee for work without a permit. (Equal to Permit Fee)

Fee: \$ \_\_\_\_\_

<b>Electrical / Alarm System / Low Voltage Permits</b> (based on construction cost)	\$0 to \$1,000	\$100.00	
	\$1,001 to \$5,000	\$150.00	
	Greater than \$5,000	3% of the cost of the electrical work	Example: \$20,000 construction cost $20,000 \times 3\% = 600$ Fee

Fee: \$ \_\_\_\_\_

<b>Plumbing Permit</b> (See back for Plumbing Fixture worksheet)	Permit fee	\$90.00	Includes up to 3 fixtures
	Additional Fee	\$10 per fixture over 3	Example: 5 fixtures (toilet, lavatory sink, tub, kitchen sink, laundry sink) $5 - 3$ (included) = $2$ $2 \times \$10 = \$20$ $\$90 + \$20 = \$110.00$ Fee
	Gas Test Only	\$50	Gas test counts a 1 fixture if part of a larger plumbing project
	Sewer Tap	\$100	New connection to Village Sewer

Total number of fixtures \_\_\_\_\_

Fee: \$ \_\_\_\_\_

<b>Demolition Permit</b>	Permit Fee per structure	\$200.00	Fee: \$ _____
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**The Building Permit application fee is non-refundable. If the applicant withdraws the application the Permit Fee will be refunded less charges for time already expended in review of the construction documents.**



# *Village of Elmsford*

BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
TELEPHONE (914) 345-1553  
building@elmsfordny.org

## **Construction Inspections Required**

**AN APPOINTMENT FOR AN INSPECTION MUST BE  
MADE DURING NORMAL BUSINESS HOURS AT LEAST 24 HOURS IN  
ADVANCE BY CALLING  
(914) 345-1553**

The following list of typical required inspections to be made by the Building Inspector or his duly authorized assistant or representative. This list is for general information only and does not include all the specific items inspected.

- |   |   |
|---|---|
| <input type="checkbox"/> Subgrade (Soil density as required)  | <input type="checkbox"/> Rough plumbing   |
| <input type="checkbox"/> Excavation and forms for footings prior to concrete placement                                    | <input type="checkbox"/> Hot and cold water line test (75 lb. min with no loss) |
| <input type="checkbox"/> Foundation forms and reinforcing prior to concrete placement                                     | <input type="checkbox"/> Rough electric by 3 <sup>rd</sup> party agency         |
| <input type="checkbox"/> Foundation waterproofing   | <input type="checkbox"/> Final electric by 3 <sup>rd</sup> party agency         |
| <input type="checkbox"/> Foundation drainage prior to backfill  | <input type="checkbox"/> Insulation   |
| <input type="checkbox"/> Slab subgrade and reinforcing prior to placement of concrete                                     | <input type="checkbox"/> Gypsum board prior to tape and spackle                 |
| <input type="checkbox"/> Framing (Foundation survey must be submitted and accepted prior to framing construction)         | <input type="checkbox"/> Fireplace, wood stove, chimney, flues                  |
| <input type="checkbox"/> Walls, floor, and roof sheathing (prior to any siding, finish flooring, or roofing is installed) | <input type="checkbox"/> Water service  |
| <input type="checkbox"/> Final for Certificate of Occupancy   | <input type="checkbox"/> Sewer Connection/Septic system                         |
| <input type="checkbox"/> Plumbing & Heating system  | <input type="checkbox"/> Deck/Porch piers                                       |
| <input type="checkbox"/> Trim   | <input type="checkbox"/> Mechanical ducts                                       |
| <input type="checkbox"/> Appliances   | <input type="checkbox"/> Railings and stairs                                    |
| <input type="checkbox"/> Finish Flooring  |   |
| <input type="checkbox"/> Roofing  | <input type="checkbox"/> Backflow Prevention                                    |
| <input type="checkbox"/> As built (final survey)  | <input type="checkbox"/> Paint  |
| <input type="checkbox"/> Doors  | <input type="checkbox"/> Fire protection  |
|   | <input type="checkbox"/> Cabinetry  |
|   | <input type="checkbox"/> Siding   |
|   | <input type="checkbox"/> Windows  |
|   | <input type="checkbox"/> Egress elements  |

**Upon completion of work and prior to issuance of a Certificate of Occupancy the following is required:**

1. All Fees paid including for Certificate of Occupancy or Completion
2. Verification of Location (final survey from a NY Licensed Surveyor)
3. Final Electrical Inspection (from a licensed New York State Electrical Inspector).
4. All appropriate inspections complete and satisfactory.

New buildings, additions and alterations require all inspections.

Demolition and Fence require – Pre-construction and Final Inspection.

Decks and Sheds require - footings, framing, and Final Inspection.

Pools require - footings and Final Inspection.