

# CERTIFICATE OF OCCUPANCY / COMPLIANCE APPLICATION

## Application Checklist

- All Required Inspections have been performed and work approved.  
(See attached Construction Inspections Required)
- Third Party Electrical Inspection Certificate of Compliance
- Three (3) Sets of Revised Plans if any changes were made not shown  
on original plans submitted
- Three (3) Copies of Final Survey sealed by an NYS Licensed Surveyor
- Application Fee: Certificate of Occupancy (\$100.00), Certificate of  
Completion (\$50.00), Temporary Certificate of Occupancy (\$150.00)
- Any Additional Permit Fees Due

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

Application must be submitted prior to final inspection is performed.

If final cost exceeds the estimated cost from the building permit application, an additional fee may be required before the issuance of a Certificate of Occupancy or Certificate of Compliance.

No building or pool shall be occupied or used, in whole or part, for any purpose whatever, until the Building Department grants a Certificate of Occupancy or Certificate of Compliance.

A standard two (2) week review timeframe by the Building Department is typical for all applications.

## *Village of Elmsford*

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

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

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

# Village of Elmsford

BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
Building Dept (914) 592-6555  
Fax (914) 592-8129

## CERTIFICATE OF OCCUPANCY / COMPLIANCE APPLICATION

Application is hereby made to the Building Department for the issuance of a Certificate of Occupancy pursuant to the Code of the Village of Elmsford. The applicant agrees to comply with all applicable laws, ordinances and regulations. 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.

As Built Survey     Final Electrical Inspection Certificate

### SITE DATA:

Section .Sheet - Block - Lot(s): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Project Description \_\_\_\_\_

### AFFIDAVIT OF FINAL COST OF CONSTRUCTION AND COMPLETION OF WORK:

State of New York, County of \_\_\_\_\_ SS.:

\_\_\_\_\_ being duly sworn, deposes and says:  
(Applicant)

that he/she is the property owner (or agent of the owner) named in the Application for Building Permit dated \_\_\_\_\_, 20\_\_ relating to construction or other work to be performed on, or in connection with, the premises located as indicated above, that the actual cost of the construction or other work described therein was

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

Applicant further states that

Application is hereby made for the issuance of a Certificate of Occupancy/Compliance for the work performed on these premises. Applicant states that to the best of his/her knowledge and belief, the work has been performed in accordance therewith and in accordance with the applicable provision of law

Sworn to before me

Applicant Signature: \_\_\_\_\_

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

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

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

Seal

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

Original Cost of Construction	\$ _____	Actual Cost of Construction	\$ _____
Building Permit Fee Paid	\$ _____		
Additional Building Permit Fees Due	\$ _____		
Certificate Application Fee	\$ _____	<b>Total Fees Due</b>	<b>\$ _____</b>

(Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done in connection therewith, exclusive of the cost of the land. If the final cost is less than the estimated cost stated in the Application for Building Permit, no portion of the fee paid upon the filing of the application will be refunded).

### NOTICE:

CERTIFICATES OF OCCUPANCY ARE FOR INTERNAL CODE ENFORCEMENT AND RECORD KEEPING PURPOSES ONLY, PURSUANT TO THE VILLAGE'S GENERAL DUTY TO PROTECT THE PUBLIC HEALTH, SAFETY, AND WELFARE. CERTIFICATES ARE ISSUED SOLELY WITH RESPECT TO A SPECIFIC BUILDING PERMIT APPLICATION MADE TO THE VILLAGE AND DOES NOT IMPLY COMPLIANCE WITH ALL CODES. NO PERSON MAY RELY ON A CERTIFICATE OR ON ANY ACTS OR REPRESENTATIONS OF VILLAGE EMPLOYEES TO ESTABLISH ANY SPECIAL RELATIONSHIP OR DUTY WITH RESPECT TO THE VILLAGE. PERSONS SEEKING TO VERIFY COMPLIANCE WITH APPLICABLE LAWS AND CODES MUST INDEPENDENTLY ESTABLISH SUCH

# Village of Elmsford

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

## Construction Inspections Required

**AN APPOINTMENT FOR AN INSPECTION MUST BE  
MADE AT LEAST 24 HOURS IN ADVANCE BY CALLING (914) 592-6555**

The following list of required inspections to be made by the Building Inspector or his duly authorized assistant or representative shall be attached to and become a part of any building permit issued by the Building Department. 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  | <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"/> Well connection, water service                         |
| <input type="checkbox"/> Final for Certificate of Occupancy   | <input type="checkbox"/> Sewer Connection/Septic system                         |
| <input type="checkbox"/> Plumbing system  | <input type="checkbox"/> Deck/Porch piers                                       |
| <input type="checkbox"/> Heating system   | <input type="checkbox"/> Mechanical ducts                                       |
| <input type="checkbox"/> Trim   | <input type="checkbox"/> Railings and stairs                                    |
| <input type="checkbox"/> Appliances   | <input type="checkbox"/> Water test   |
| <input type="checkbox"/> Finish Flooring  | <input type="checkbox"/> Well drillers log                                      |
| <input type="checkbox"/> Roofing  | <input type="checkbox"/> Backflow Prevention                                    |
| <input type="checkbox"/> Septic certification   | <input type="checkbox"/> Paint  |
| <input type="checkbox"/> As built (final survey)  | <input type="checkbox"/> Fire protection  |
| <input type="checkbox"/> Doors  | <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
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 - Final Inspection.

Decks require - footings, framing, and Final Inspection.

Pools require - footings and Final Inspection.

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