

BUILDING PERMIT APPLICATION NOTICE TO APPLICANT

This application must be typewritten or neatly printed (**blue or black ink only**), and accompanied by (1) complete set of plans and specifications as outlined below and conforming to the requirements of Section 112.9 of the Village Code.

If this application is approved the Superintendent of Buildings will issue a Building Permit to the applicant together with one approved set of plans and specifications.

NO PROPOSED WORK MAY COMMENCE UNTIL A BUILDING PERMIT HAS BEEN ISSUED.

****ALL APPLICATIONS EXPIRE 6 MONTHS FROM SUBMISSION DATE IF NOT APPROVED.****

Please be advised that a building permit application will not be accepted without the following information:

Interior Alterations/Change of Use

- ☐ Completed application form, signed by the current property owner (**original only, no copies accepted**).
- ☐ Copy of survey, required for all work involving additions or new structures.
- ☐ (1) Set of complete plans and specifications, showing information as listed on attached checklist for initial review. Once approved you must supply (2) more complete and collated sets of plans and (1) Electronic Submission.
- ☐ Applicant to indicate requested code to be use for review purposes, in accordance with applicable restrictions.
- ☐ Project location and occupancy
- ☐ Name, Address and Telephone Number of Owner/Lessee
- ☐ Description of the proposed work
- ☐ Estimated Value of proposed work
- ☐ Contractor, Westchester County License Number, address and phone Number
- ☐ Architect or Engineer, address and phone number
- ☐ Filing Fee Due (Alterations, Additions, Repairs) \$150 Filing Fee
- ☐ **Any Apartment/Co-ops/Condo applications must be submitted with a letter from Board approving work and an Asbestos Report. (Asbestos testing must be done on all areas that will be disturbed.)**

Additions/New Construction (ALL ABOVE LISTED ITEMS IN ADDITION TO ITEMS LISTED BELOW)

- ☐ Completed zoning analysis form, including floor area calculation and lot coverage calculations if addition or expansion of finished space.
- ☐ Completed F.A.R. Computation form
- ☐ Detailed usable open space and building coverage computations (Not applicable to interior renovations)
- ☐ Detailed grade plane (Average Grade) computation, (sample attached)
- ☐ Filing Fee Due (New Buildings or Structures including swimming pools) \$425 Filing Fee

THE FOLLOWING INFORMATION MUST BE SUBMITTED BEFORE THE PERMIT WILL BE ISSUED. TO EXPEDITE THE PERMIT PROCESS HAVE ALL ELECTRICAL AND PLUMBING AND MECHANICAL PERMITS APPLICATIONS FILE AS SOON AS THE BUILDING PERMIT APPLICATION IS SUBMITTED.

CONTRACTOR'S CERTIFICATE OF INSURANCE-VILLAGE OF BRONXVILLE CERTIFICATE HOLDER

BALANCE OF FEE (RESIDENTIAL - \$20/\$1,000 AND COMMERCIAL - \$25/\$1,000 OF ESTIMATED COST)

UPON COMPLETION OF WORK, PRIOR TO OCCUPANCY A CERTIFICATE OF OCCUPANCY APPLICATION AND C.O. FILING FEE MUST BE SUBMITTED ADDITIONAL FEE REQUIRED.

BUILDING PLAN SUBMISSION REQUIREMENTS

Drawings submitted for review shall contain the following MINIMUM information as it applies to the area of work covered under this application. ADDITIONAL INFORMATION MAY BE REQUIRED DEPENDING ON THE NATURE OF THE PROPOSED WORK.

ALL WORK TO COMPLY WITH THE BUILDING CODE OF NEW YORK STATE:

1. Site Plan (Required for all additions and exterior alteration/modification)

- a. Setback Distances
- b. Required Setback Distances
- c. Drywell Locations
- d. Erosion Control Plan

2. Foundation

- a. Footing size and 3'-6" minimum depth
- b. Footing Drain
- c. Reinforcement (Footing, slab & wall as req'd)
- d. Vapor Barrier
- e. Attachment to Structure (Provide Detail)
- f. Insulation and Waterproofing
- g. Column Spacing and Locations
- h. Ventilation and Access

3. Structure

- a. Sill size (Press. Treat Lumber in Contact w/ Masonry)
- b. Floor Joist (Size, spacing, span, bridging)
- c. Beam and Column Details
- d. Subfloor and flooring
- e. Wall Construction (Size, spacing, sheathing, insul, vapor barrier, interior finish)
- f. Stairway (Tread & riser sizes, width, landing size, railings)
- g. Rooms (Minimum Size)
- h. Window (Minimum Size, light & vent, egress size)
- i. Door (Size & location)
- j. 2nd Floor Joist (Size, spacing, span, bridging)
- k. Wall Construction (Size, spacing, sheathing, insul, vapor barrier, interior finish)
- l. Ceiling Joist (Size, spacing, span, sheathing, insul, vapor barrier, interior finish)
- m. Attic (Access, ventilation, insulation)
- n. Roof (Sizing, spacing, span, sheathing, roof material)
- o. Mechanical Equipment (Type, location, manuf info, vent locat, comb air, fireproof)
- p. Electrical (Smoke detect location, GFCI location)
- q. Fireplaces & Chimneys (Manuf. info, construct details)
- r. Plumbing (piping dia, pipe size, mat'l's, Clean Outs)
- s. Garage (Location, fire separation)
- t. Porch, Deck Exterior stairways (Construct details)

4. Energy Compliance Information

- a. R-Values & compliance method, calculations if applicable, applicable ResCheck or ComCheck Software
- b. Energy statement

5. Equipment information

BUILDING PERMIT APPLICATION

Office Use

Date Received: _____ Application Number: _____

Appl. Fee: _____ Check #: _____ Permit Fee: _____ Check #: _____

New Building: ☐ Addition: ☐ Alteration: ☐ Elevator: ☐ Demo: ☐ Windows: ☐ Retaining Wall: ☐

Swimming Pool: ☐ Other (specify): _____ Section: _____ Block: _____ Lot(s): _____

1) Project Street Address: _____

Property Owner: _____

Owner Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

2) Lessee (if any): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

3) Architect (if any): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

4) Professional Engineer (if any): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

5) Builder or Contractor: _____

Address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Office Phone #: _____ Cell Phone: _____

Estimated value of proposed work: (Please round up to the nearest thousand) \$ _____

Note: The estimated value of work shall include all costs related to the above-described project and shall include design, drainage, excavation, foundation, framing, insulation, sheetrock/plaster, roofing, siding, plumbing, electrical, cabinets, and any and all other materials and labor that is utilized, whether donated or contracted, including that of the property owner. If a reasonable estimate for construction is not provided, the amount shall be determined by the Building Inspector. Before a CO can be issued, a signed and notarized Affidavit of Final Construction Costs must be submitted to the Building Department. If the actual cost of construction is greater than the estimated cost of construction, additional fees will be required.

Description of Proposed Project: _____

BUILDING PERMIT APPLICATION

Use and Occupancy of Premises:

A: Existing Use and Occupancy (List rooms and use by story)

Basement: _____

1st Floor: _____

2nd Floor: _____

3rd Floor: _____

Attic: _____

B: Proposed Use and Occupancy) List rooms and use by story)

Basement: _____

1st Floor: _____

2nd Floor: _____

3rd Floor: _____

Attic: _____

C: Occupancy classification by occupancy or use? (See Chapter 3, Building Code of N.Y.S.)

Existing Building or Structure: _____

Proposed Building or Structure: _____

D: Construction classification of Building or Structure? (See Chapter 6, Building Code of N.Y.S.)

E: Does the proposed work violate in any way any zoning law or other law, rule or regulation applicable to the construction, alteration, moving or demolition of buildings.

No: _____ Yes: _____ Section Number(s): _____

6) Electrical Work to be performed: Yes ☐ No: ☐ (If Yes, Electrical Permit Required)

7) Plumbing Work to be performed: Yes ☐ No: ☐ (If Yes, Plumbing Permit Required)

8) Heating or Cooling work to be performed: Yes ☐ No ☐ (If Yes, Mechanical Permit Required)

9) Does work include installation or modification or any pre-engineered wood components:

Yes ☐ If yes, must complete Truss Form. No: ☐

Application is hereby made to the Superintendent of Buildings of the Village of Bronxville, New York for the issuance of a Building Permit to Construct, Alter, Move, Demolish, or Change the occupancy of a building or other structure in accordance with the Building Code of New York State as set forth above.

The Applicant Hereby consents to the Permit the Superintendent of Buildings and any person authorized by him to enter without a search warrant in the manner prescribed in **Section 112-17** of the Village of Bronxville Code of 1981, upon the premises where work proposed is to be conducted.

Signature by or on behalf of Applicant: _____

Print Name: _____ **Date:** _____

Address of Applicant: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number of Applicant: _____

AFFIDAVIT OF OWNERSHIP

State of New York)
County of Westchester) SS:

I, _____, being duly sworn, deposes and says:
(Clearly print first and last name of property owner)

(Check appropriate box)

- ☐ I am the owner of the property for which this application is being submitted.
- ☐ I am an officer of the corporation that owns the property for which this application is being submitted.

Further (check applicable box):

- ☐ I am submitting this application on my own behalf.
- ☐ I am authorizing the following individual to submit this application on my behalf:

(Clearly print name of individual authorized to submit this application)

Further:

To the best of my knowledge, information and belief, all statements contained in this application are true, complete and correct, and all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith, and in accordance with all applicable laws, ordinances and regulations.

(Signature of Owner)

(Print Name of Owner)

Sworn to before me this _____ day of _____, 20____

(Signature of Notary Public)

Zoning F.A.R. Calculation

	EXISTING	PROPOSED	SUB TOTAL
BASEMENT ^(b)			
1 ST FLOOR			
2 ND FLOOR			
3 RD FLOOR ^(d)			
ATTIC ^(d)			
GARAGE ^(c)			
ACTUAL TOTAL BUILDING FLOOR AREA =			
ACTUAL LOT AREA =			
PERMITTED F.A.R. (From Table, interpolate if necessary) =			
MAXIMUM PERMITTED BUILDING FLOOR AREA (ACTUAL LOT AREA X PERMITTED F.A.R). =			

*****Please refer to the Village of Bronxville Municipal Code Section 310- 22 Supplementary Regulations.**

Village of Bronxville Construction Inspection Checklist

The following inspections are required, advance notice of 48 hours is to be provided to be scheduled:

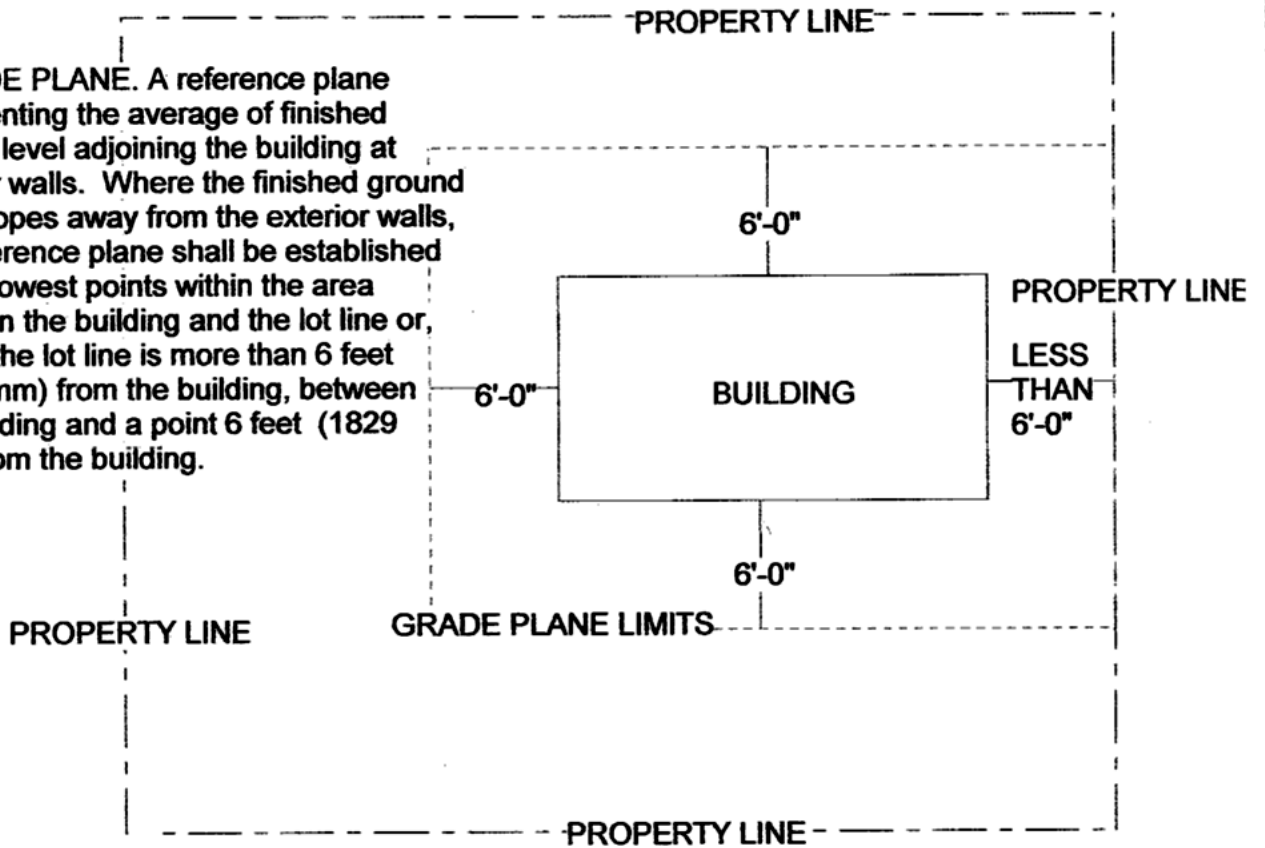
- 1) **Soil, forms & footings:** All soils are to be inspected by design professional and certified to meet NYS criteria. The footing forms shall be excavated to design depth and all forms formed up. No trench pours will be allowed and any re-bar properly supported by wire ties or re-bar chairs.
- 2) **Foundation Walls:** All foundation walls shall be installed after footing forms have been removed. The foundation forms shall be braced properly and any footing drains and foundation insulation installed, along with waterproofing at this time prior to any backfilling.

NOTE: Foundation survey is required depicting all setbacks to property lines prior to any framing.
- 3) **Basement Slab:** Prior to pouring any concrete basement must be conducted of the gravel subbase and vapor banish along with any designed slab improvements and any underground plumbing within the building for underground waste & vent piping a minimum of an eight (8) foot water head shall be provided and pre-formed by a licensed Westchester County Plumber.
- 4) **Underground Drywells/Infiltrators & Leader pipes:** All underground drywells, infiltrators & leader piping shall be inspected to verify installation with approved drawings. Any changes shall be obtained prior to field modifications.
- 5) **Electrical:** All electrical inspections throughout the Village shall be conducted by an approved third party inspection agency approved by the New York Board of Underwriters. The electrician of record must file all work with the Village prior to any inspection request being scheduled. A roughing inspection sticker of approval shall be placed in a window or equal to alert inspector that an inspection was conducted. Prior to any Certificate of Occupancy being granted a final certificate of approval shall be issued and submitted to the building inspector.
- 6) **Rough Framing/Rough Plumbing:** All rough framing shall be conducted concurrently with the rough plumbing. The building shall be sheathed and roofed along with all windows being installed prior to scheduled inspections being conducted. Any changes to the approval framing plan shall be evaluated by the design professional and design modifications submitted for approval prior to proceeding further. Rough plumbing shall be tested with water up to and thru the roof for any waste and vent piping and pressure tested for any domestic or heating piping.
NOTE: Fire stopping is required to be installed at this stage throughout.
- 7) **Gas Testing:** All gas piping shall be tested per NYS codes with a manometer or approved pressure measuring device designed and calibrated to read, record or indicate a pressure loss caused by leakage during the pressure test period. Testing shall include all piping associated with the meter line being tested unless otherwise approved.
- 8) **Insulation:** Insulation inspections shall be done once all framing & plumbing approvals have been secured. The installation shall be secured in place and all vapor barriers installed per code. Foam type insulation shall be specified and any exposed foam in attic treated with a thermal barrier or approval equal.
- 9) **Mechanical:** All mechanical work shall be inspected and certified by design professional as to its installation and operation. Any safety devices will also be tested at this point to verify operation.
- 10) **Final Survey:** Final survey will be required to verify setbacks and structures zoning compliance (As determined by building department)
- 11) **Final:** Final inspection shall be required to determine compliance with approved plans. Any modifications must be submitted /filed prior to the issuance of a Certificate of Occupancy.
- 12) **Certificate of Occupancy:** A Certificate of Occupancy will be granted by the department prior to any occupancy unless specifically approved.

NOTE: A charge of \$50 for each missed re-inspection or proceeding without proper approval will be assessed. Furthermore, no work shall be performed on weekends & holidays.

DIAGRAM #1

GRADE PLANE. A reference plane representing the average of finished ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than 6 feet (1829 mm) from the building, between the building and a point 6 feet (1829 mm) from the building.



PLAN VIEW OF LIMITS OF AREA FOR CALCULATING GRADE PLANE

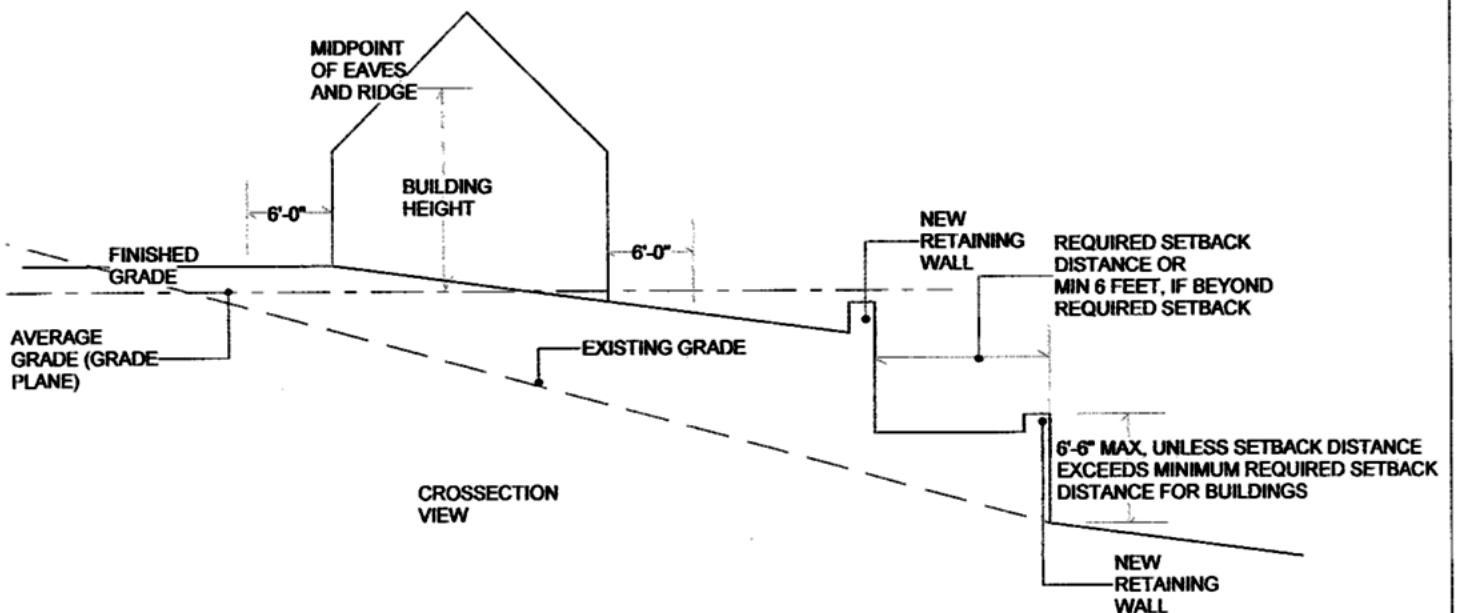


DIAGRAM #2
BASEMENT COUNTED AS A STORY ABOVE GRADE
UNDER THE FOLLOWING CONDITIONS

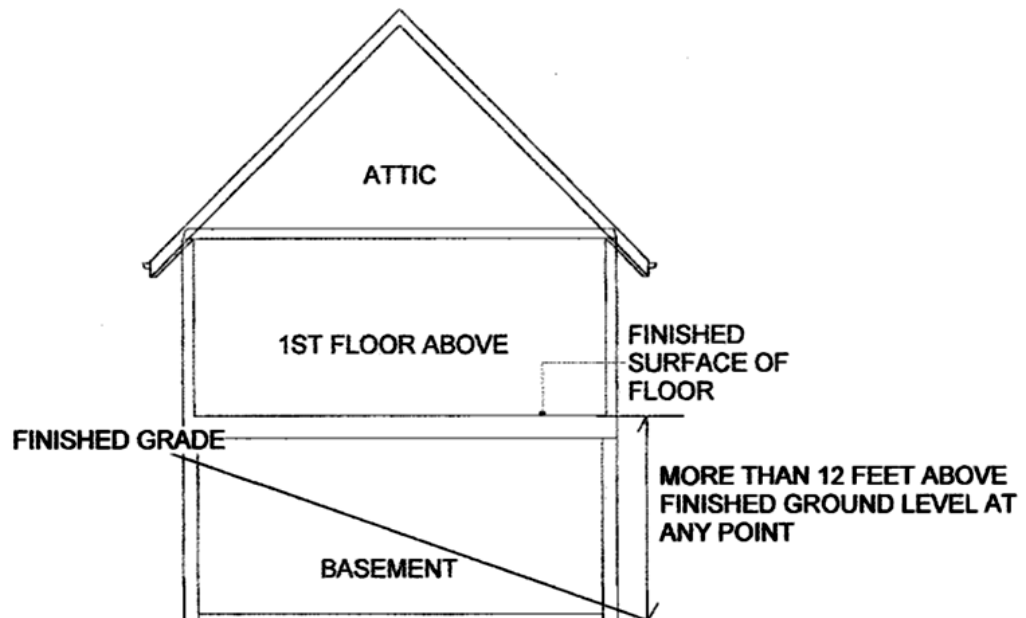
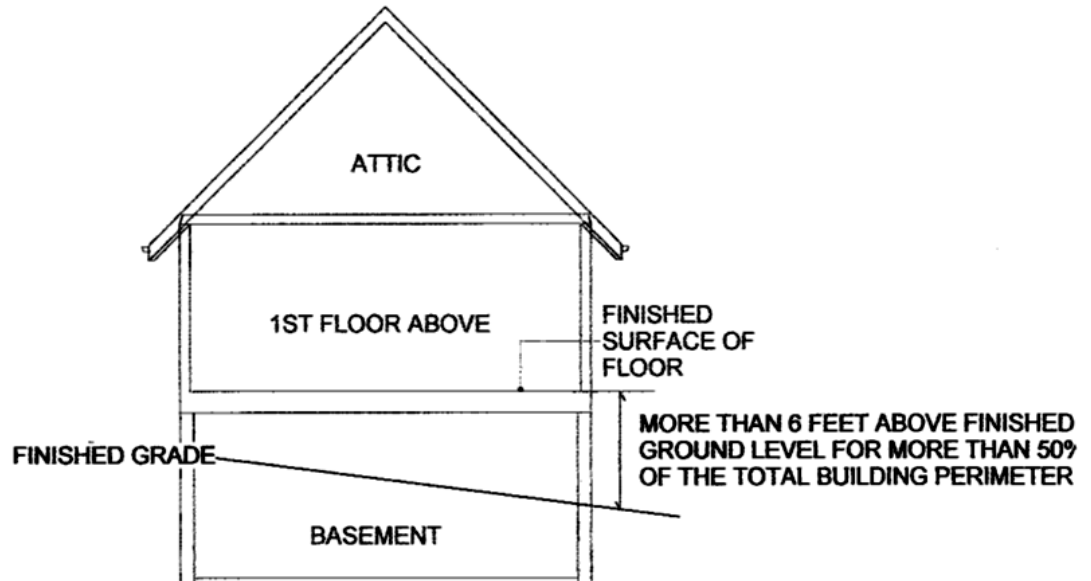
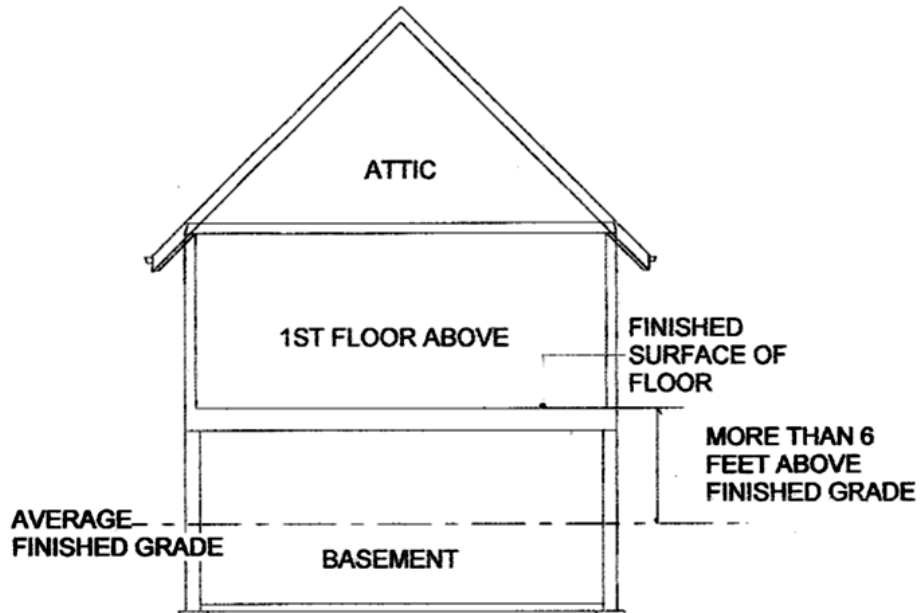
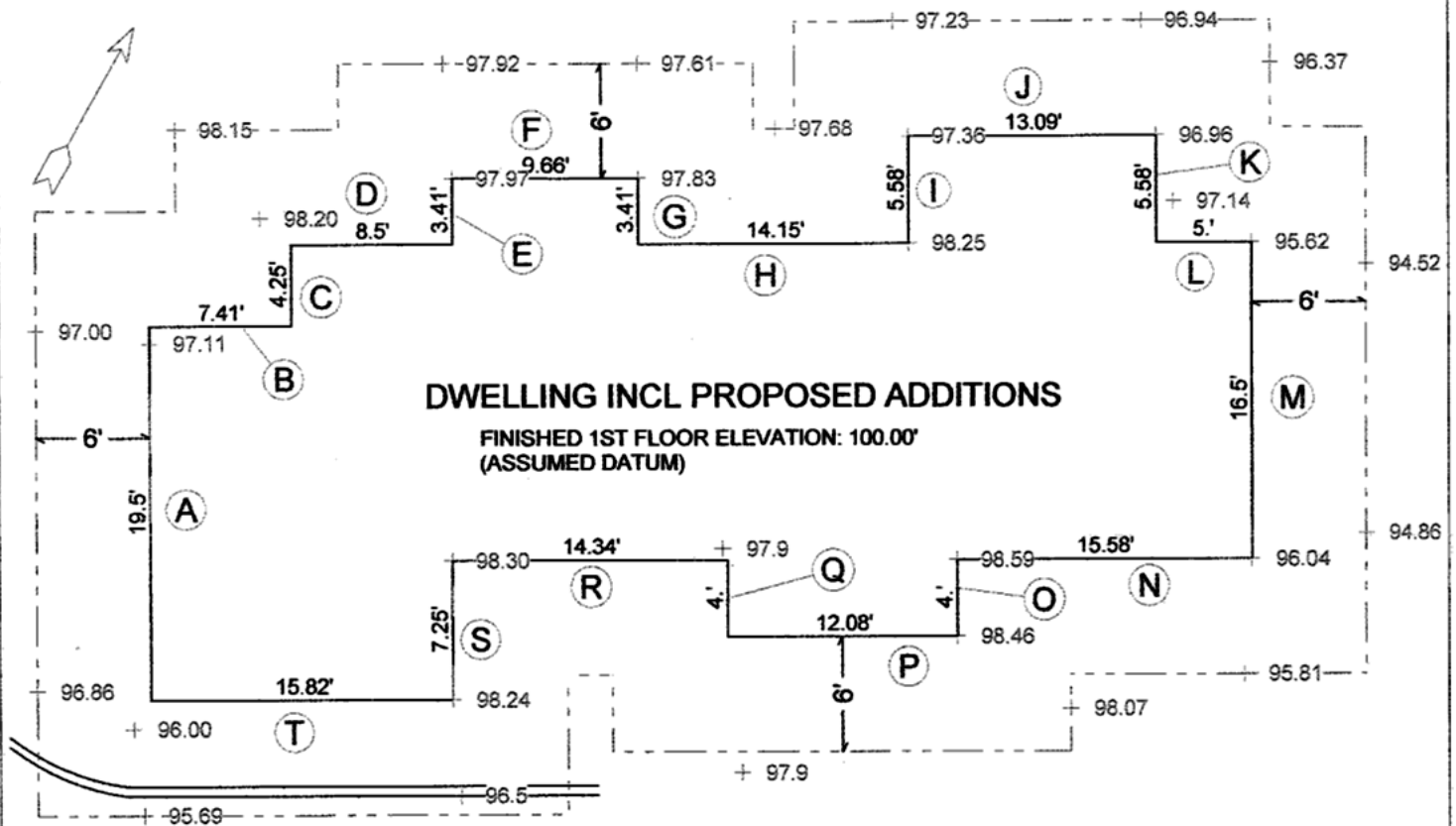


DIAGRAM #3



SITE PLAN DRAWN TO SCALE
 SCALE: 1 INCH = 10 FEET
 (ENGINEER SCALE ONLY)

GRADE PLANE WORK SHEET

WALL DESIG	LOWEST or AVERAGE ELEVATION		WALL LENGTH	WEIGHTED PERIMETER
A	(97 + 96.86)/2=96.9	X	19.5	1890.1
B	97.7		7.41	723.6
C	97.6		4.25	414.9
D	98.0		8.50	833.3
E	98.1		3.41	334.4
F	97.8		9.66	944.4
G	97.7		3.41	333.2
H	97.4		14.15	1378.5
I	97.7		5.58	545.4
J	97.1		13.09	1270.8
K	97.0		5.58	541.5
L	95.8		5.00	479.2
M	94.7		16.50	1562.4
N	97.2		15.58	1514.4
O	98.5		4.00	394.1
P	98.1		12.08	1186.1
Q	97.9		4.00	392.0
R	98.1		14.34	1406.8
S	98.3		7.25	712.5
T	96.1		15.82	1520.2
TOTAL			189.1	183778.0
GRADE PLANE ELEVATION = TOTAL WEIGHTED PERIMETER / TOTAL WALL LENGTH				
= 183778.0 / 189.1				
GRADE PLANE ELEVATION = 97.2				

Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than 6 feet from the building, between the building and a point 6 feet from the building.

**GRADE PLANE CALCULATION
 TO BE PREPARED BY NYS
 LICENSED DESIGN
 PROFESSIONAL AND TO BE
 FILED UNDER DESIGN
 PROFESSIONALS SEAL AND
 SIGNATURE**

SEE DIAGRAM #2 TO DETERMINE
 NUMBER OF STORIES ABOVE
 GRADE

DIAGRAM #4

HALF AND FULL STORY CALCULATION FOR ATTIC AREA

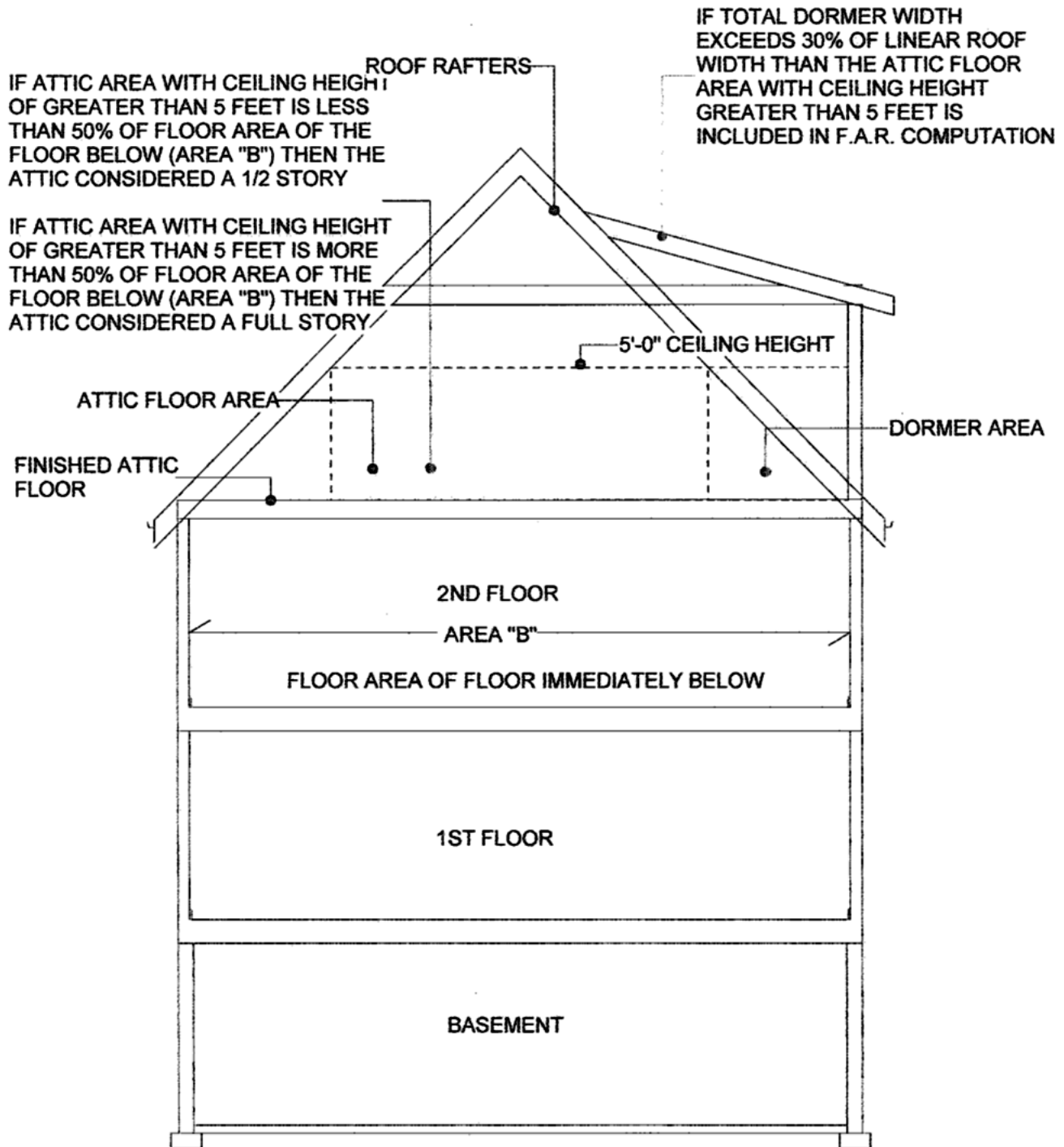


DIAGRAM #5
DORMER WIDTH LIMITATION

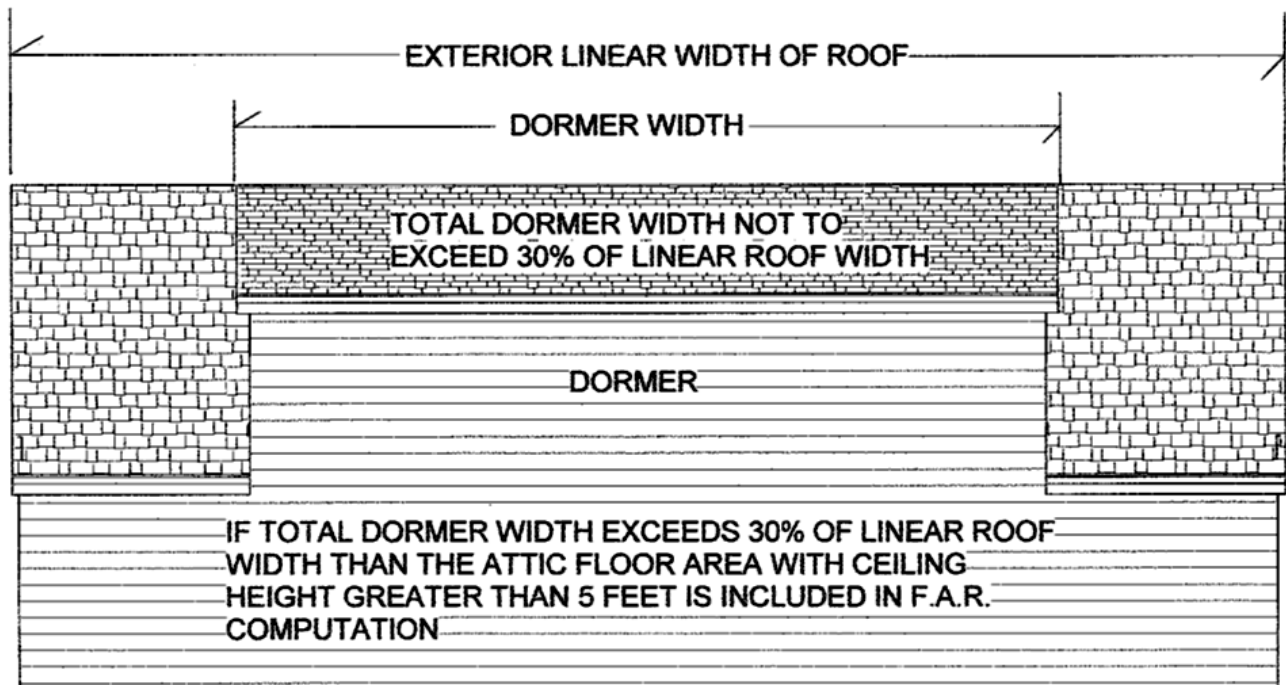
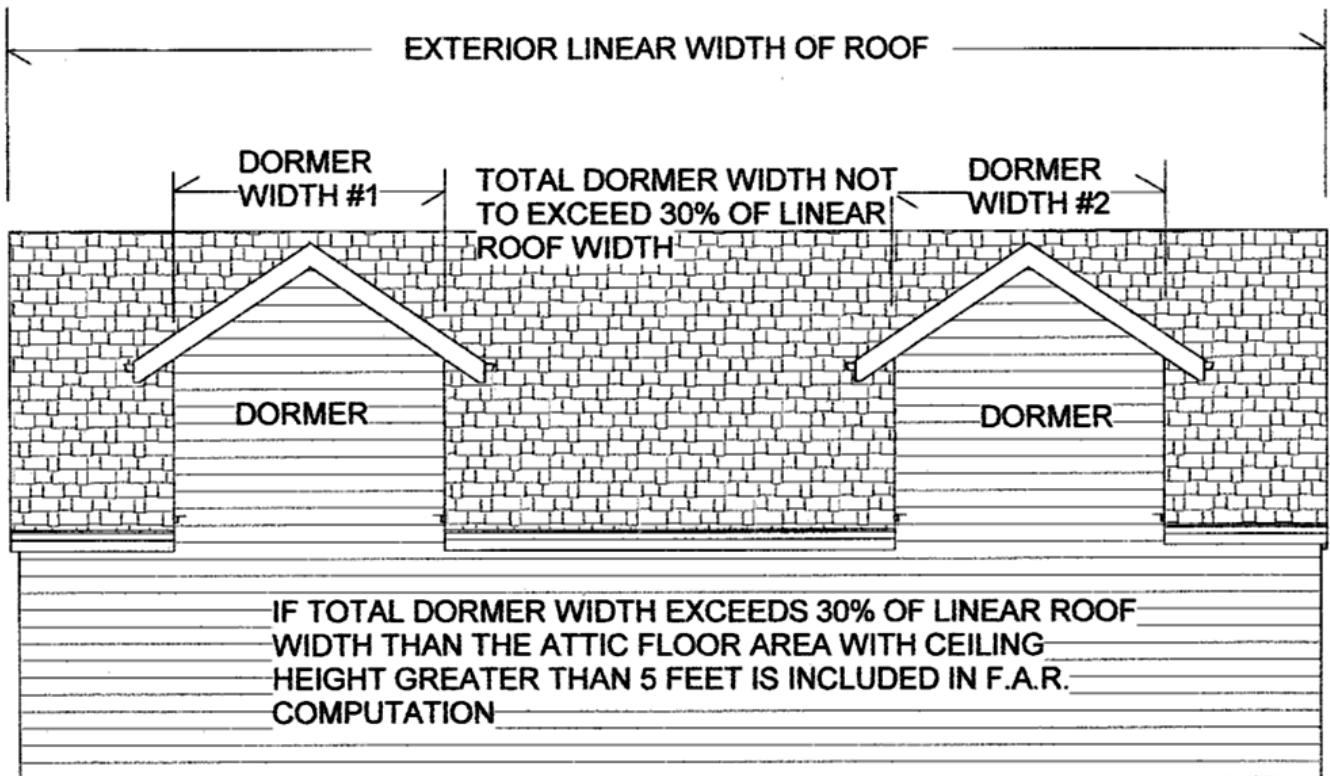


TABLE R301.2(1)
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATEGORY ^c	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP ^e	ICE BARRIER UNDERLAY- MENT	FLOOD HAZARDS ^a	AIR FREEZ- ING INDEX	MEAN ANNUAL TEMP ^f
	Speed ^d (mph)	Topographic effects ^d	Special wind region ^d	Wind-borne debris zone ^d		Weathering ^a	Frost line depth ^b	Termite ^e					
30 PSF	115	No	No	No	C	Severe	42"	Mod To Heavy	15 DEG	Yes	a) 3/11/96 b) 9/28/07 Flood Insurance Study c) Panel Numbers & Dates of current FIRMS & FBFM's, Amendments 36119C0329F – 9/28/07 36119C0337F – 9/28/07	618	52.2

For SI: 1 pound per square foot = 0.0479 kPa, 1 mile per hour = 0.447 m/s.

- Weathering may require a higher strength concrete or *grade* of masonry than necessary to satisfy the structural requirements of this code. The weathering column shall be filled in with the weathering index, "negligible," "moderate" or "severe" for concrete as determined from Figure R301.2(3). The *grade* of masonry units shall be determined from ASTM C 34, C 55, C 62, C 73, C 90, C 129, C 145, C 216 or C 652.
- The frost line depth may require deeper footings than indicated in Figure R403.1(1). The *jurisdiction* shall fill in the frost line depth column with the minimum depth of footing below *finish grade*.
- The *jurisdiction* shall fill in this part of the table to indicate the need for protection depending on whether there has been a history of local subterranean termite damage.
- The *jurisdiction* shall fill in this part of the table with the wind speed from the basic wind speed map [Figure R301.2(4)A]. Wind exposure category shall be determined on a site-specific basis in accordance with Section R301.2.1.4.
- The outdoor design dry-bulb temperature shall be selected from the columns of 97^{1/2} percent values for winter from Appendix D of the *International Plumbing Code*. Deviations from the Appendix D temperatures shall be permitted to reflect local climates or local weather experience as determined by the *building official*.
- The *jurisdiction* shall fill in this part of the table with the seismic design category determined from Section R301.2.2.1.
- The *jurisdiction* shall fill in this part of the table with (a) the date of the *jurisdiction's* entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas), (b) the date(s) of the Flood Insurance Study and (c) the panel numbers and dates of the currently effective FIRMS and FBFM's or other flood hazard map adopted by the authority having *jurisdiction*, as amended.
- In accordance with Sections R905.1.2, R905.4.3.1, R905.5.3.1, R905.6.3.1, R905.7.3.1 and R905.8.3.1, where there has been a history of local damage from the effects of ice damming, the *jurisdiction* shall fill in this part of the table with "YES." Otherwise, the *jurisdiction* shall fill in this part of the table with "NO."
- The *jurisdiction* shall fill in this part of the table with the 100-year return period air freezing index (BF-days) from Figure R403.3(2) or from the 100-year (99 percent) value on the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°F)."
- The *jurisdiction* shall fill in this part of the table with the mean annual temperature from the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°F)."
- In accordance with Section R301.2.1.5, where there is local historical data documenting structural damage to buildings due to topographic wind speed-up effects, the *jurisdiction* shall fill in this part of the table with "YES." Otherwise, the *jurisdiction* shall indicate "NO" in this part of the table.
- In accordance with Figure R301.2(4)A, where there is local historical data documenting unusual wind conditions, the *jurisdiction* shall fill in this part of the table with "YES" and identify any specific requirements. Otherwise, the *jurisdiction* shall indicate "NO" in this part of the table.
- In accordance with Section R301.2.1.2.1, the *jurisdiction* shall indicate the wind-borne debris wind zone(s). Otherwise, the *jurisdiction* shall indicate "NO" in this part of the table.

LICENSE AND INSURANCE REQUIREMENTS

In accordance with Workers' Compensation Law §57 and §220(8)

LICENSES

- A WESTCHESTER COUNTY CONTRACTORS LICENSE IS REQUIRED FOR ALL ONE AND TWO FAMILY HOMES.

- A WESTCHESTER COUNTY TRADE LICENSE IS REQUIRED FOR ALL PLUMBING AND ELECTRICAL PERMIT APPLICATIONS.

INSURANCES

THREE SEPARATE INSURANCE CERTIFICATES ARE REQUIRED:

1. LIABILITY INSURANCE: ONLY liability insurance is permitted on the **ACORD** form.

2. For WORKERS' COMPENSATION INSURANCE, ONLY the following forms are acceptable:

- ☐ **CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensations and/or Disability Benefits Coverage
- ☐ **C-105.2** – Certificate of Workers' Compensation Insurance (Note: the State Insurance Fund provides its own version of the form – the **U-26.3**)
- ☐ **SI-12** – Certificate of Workers' Compensation Self-Insurance
- ☐ **GSI-105.2** – Certificate of Participation in Workers' Compensation Group Self-Insurance

3. For DISABILITY INSURANCE, ONLY the following forms are acceptable:

- ☐ **CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensations and/or Disability Benefits Coverage
 - ☐ **DB-120.1** – Certificate of Disability Benefits Insurance
 - ☐ **DB-155** – Certificate of Disability Benefits Self-Insurance
- ☐ For building permits ONLY, certain homeowners of 1, 2, 3, or 4 family owner-occupied residences serving as their own General Contractor may be eligible to file Form **BP-1**. (A copy of the form can be obtained from the Building & Planning Department).

Note: On all insurances, the certificate holder must be listed as:

Village of Bronxville
200 Pondfield Rd
Bronxville, NY 10708

ALL INSURANCES MUST BE HANDED IN WITH APPLICATION – DO NOT FAX

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD
CONSTRUCTION AND/OR TIMBER CONSTRUCTION**

To: Village of Bronxville Building Department

Architect/Engineer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Subject Property: _____

Please take notice that the (check applicable line):

☐ New residential structure

☐ Addition to existing residential structure

☐ Rehabilitation to existing residential structure

To be constructed or performed at the subject property reference above will utilize (check each applicable line):

☐ Truss type construction (TT)

☐ Pre-engineered wood construction (PW)

☐ Timber construction (TC)

In the following location(s) (check applicable line):

☐ Floor framing, including girders and beams (F)

☐ Roof framing (R)

☐ Floor framing and roof framing (FR)

Please call Fire Department with complete details of location – 914-723-2784

Date: _____

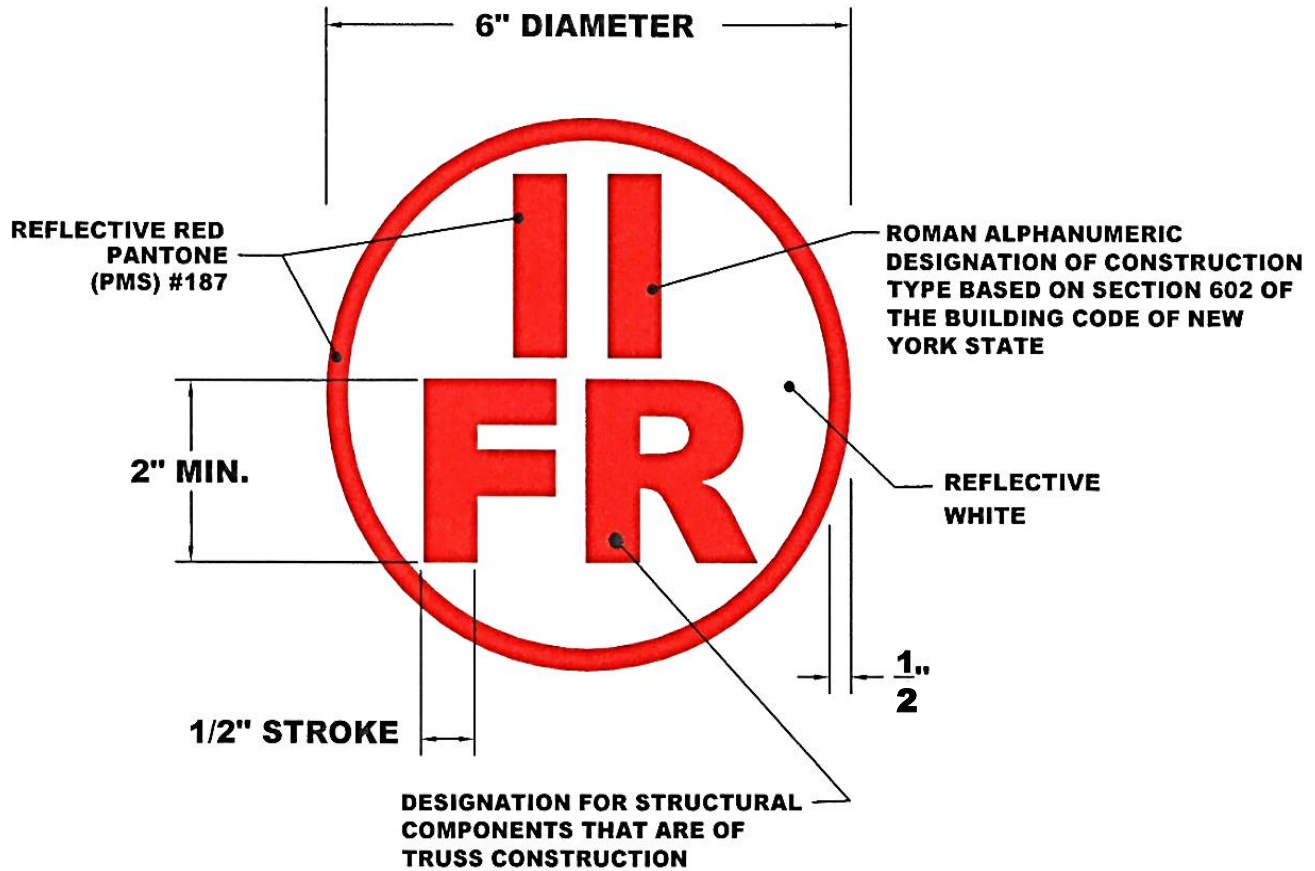
Signature: _____

Name: _____

Capacity: _____

**** A COPY OF THIS FORM SHALL BE CONCURRENTLY SUBMITTED VIA EMAIL TO****

FIREPREVENT@EASTCHESTERFD.COM



"F"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING

TRUSS IDENTIFICATION SIGN
COMPLIANCE WITH 19 NYCRR PART 1264

NOT TO SCALE



EXAMPLE TRUSS IDENTIFICATION SIGN DATE:03/08/2005

**NEW YORK STATE DEPARTMENT OF STATE
DIVISION OF CODE ENFORCEMENT
AND ADMINISTRATION**