



## Village of Larchmont Check List

### **BUILDING PERMIT INSTRUCTIONS**

1. In order to file for a Building Permit, the following items **must** be submitted at the time you are filing or the application will not be accepted:

**Checklist:**

- A properly completed Permit Application and Short Environmental Assessment Form (Plumbers-see the Plumbing Permit Form).
- Two sets of drawings (residential) or three sets (commercial) of signed plans (signed by a NYS Registered Architect or Engineer).
- The required Certificate(s) of Insurance.
- A copy of an **updated** (not less than 3 years old) Property Survey showing location of work.
- Proof of Applicable Land Board Use Approvals.
- SWPPP (Storm Water Prevention Pollution Plan)
- Any open permits, must be closed before submitting new applications
- Provide Payment for Building Permit.

2. **Permit Application, must be completely filled out.** Must be completely filled out or your application will not be accepted. Insurance requirements are clearly stated on the ***Permit Insurance Requirements*** form, which is attached here to. No Permit Application may not be accepted unless the proper Certificate of Insurance is submitted at the same time. There will be **no exceptions!**

A copy of your **Westchester County Home Improvement and/or Plumbing License** must be submitted at the same time.

3. If you mail-in your Permit Application and it is incomplete, it will be returned and not processed. It is the applicant's responsibility to provide all required applications, plans, Certificates of Insurance, fees, etc.

**NOTE: PLANS ARE REVIEWED IN THE ORDER THEY ARE RECEIVED**



## VILLAGE OF LARCHMONT

# PERMIT INSURANCE REQUIREMENTS

Contractors at their sole cost and expense, must submit evidence of the following insurance:

1. Workers' Compensation Insurance covering all employees pursuant to *Section 57 of The New York State Workers' Compensation Law*. Such coverage will also include Employers' Liability Insurance with a limit not less than \$500,000 per claim.

Those contractors who are exempt from providing *Workers' Compensation* must submit a copy of their *Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance...* (NYS form BP-1(3/99)). Forms are available at the Building Department.

2. Comprehensive General Liability Insurance with limits of not less than \$1,000,000 combined single limit for personal injury and property damage. The Village of Larchmont will be named as **Certificate Holder and Additional Insured**. Such insurance will provide coverage for, but not limited to, contractual liability coverage, completed operations, and the explosion, collapse and underground damage exclusions must be deleted from the policy.
3. Automobile Liability Insurance in an amount of not less than \$500,000 combined single limit covering any and all vehicles used in connection with the work.
4. A copy of your Westchester County Home Improvement or Plumbing/Electrical License must be submitted at the same time of submitting the application.

Certificates of Insurance to be furnished by Contractors must indicate that at least ten (10) days prior written notice of cancellation and/or materials change in coverage must be submitted to the Village of Larchmont, Building Department, 120 Larchmont Avenue, Larchmont, New York 10538.

Contractors and/or sub-contractors must carry identical insurance as indicated above.



Dear Homeowner/Contractor:

In order to close any building permit for additions, garages, decks, etc. and obtain a certificate of occupancy, an as-built survey **MUST** be submitted to the building inspector.

Thanks!

The Building Department

# SHORT ENVIRONMENTAL ASSESSMENT FORM

- a) In order to answer the questions in this short EAF, it is assumed that the preparer will use currently available information concerning the project and the likely impacts of the action. It is not expected that additional studies, research or other investigations will be undertaken.
- b) If any question has been answered “Yes,” the project may be significant and a completed Environmental Assessment Form is necessary.
- c) If all questions have been answered “No,” it is likely that this project is not significant.
- d) Environmental Assessment

1.	Will project result in a large physical change to the project site or physically alter more than 10 acres of land?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2.	Will there be a major change to any unique or unusual land form found on the site?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3.	Will project alter or have a large effect on an existing body of water?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
4.	Will project have a potentially large impact on groundwater quality?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5.	Will project significantly effect drainage flown on adjacent sites?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
6.	Will project affect any threatened or endangered plant or animal species?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
7.	Will project result in a major adverse effect on air quality?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
8.	Will project have a major effect on visual character of the community or scenic views or vistas known to be important to the community?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
9.	Will project adversely impact any site or structure of historic, pre-historic, or paleontological importance or any site designated as a critical environmental area by a local agency?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
10.	Will project have a major effect on existing or future recreational opportunities?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
11.	Will project result in major traffic problems or cause a major effect to existing transportation systems?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
12.	Will project regularly cause objectionable odors, noise, glare, vibration, or electric disturbance as a result of the project’s operation?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
13.	Will project have any impact on public health or safety?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
14.	Will project effect the existing community by directly causing a growth in a permanent population of more than 5 percent over a one-year period or have a major negative effect on the character of the community or neighborhood?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
15.	Is there a public controversy concerning this project?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Preparer’s Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Representing: \_\_\_\_\_

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