

INSTRUCTIONS FOR FILING A BUILDING PERMIT

1. In order to file for a Building Permit, the following items **must** be submitted at the time you are filing:
 - ◆ A properly completed Permit Application and Short Environmental Assessment Form
 - ◆ Two sets of signed plans (signed by a NYS Registered Architect and/or Engineer). Commercial and multi-family projects require three sets of stamped plans.
 - ◆ The proper filing fee

Residential Building Permit Fees are as follows:

1-4 Family Residence (repairs, alterations and/or additions)
\$100 + \$15 per thousand or fraction thereof

New Single-family Dwelling - \$160 + \$15 per thousand or fraction thereof

Multi-Family or Commercial Permit Fees are as follows:

New Single-Family Development (per Building) \$160 + \$25 per thousand or
fraction thereof

Multi-Family - \$100 per unit + \$25 per thousand or fraction thereof

Multi-Story Office Building - \$100 per floor + \$25 per thousand
or fraction thereof

- ◆ The required Certificate(s) of Insurance (requirements attached).
 - ◆ A Copy of an **Updated** Property Survey.
2. **Every item must be filled out on the Permit Application.** If any item is left blank we will not accept your application. **Insurance Requirements** are clearly stated on the attached Permit Insurance Requirements Form. No Permit Application will be accepted unless the proper Certificates of Insurance are submitted at the same time, or are on file from a previous application. There can be **No Exceptions!!!** This is per Local/County/State Law.

A copy of your **Westchester County Home Improvement** (for residential projects) **and/or Westchester County Plumbing License** (for residential and commercial projects) must be submitted unless on file in our office from a previous application.

5. The Short Environmental Assessment Form must be completed prior to submission to this office for processing. The only exception to this is for interior plumbing permits.

PLEASE NOTE: Plans are reviewed in the order they are received.

OFFICE OF
FRANK J. BLASI
Building Inspector



VILLAGE OF LARCHMONT
120 LARCHMONT AVENUE
LARCHMONT, N.Y. 10538
Tel: (914) 834-6210
Fax: (914) 833-2170

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 *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*.

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.

Certificates of Insurance to be furnished by Contractor 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, office of the Village Engineer, Municipal Building, 120 Larchmont Avenue, Larchmont, New York 10538.

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

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Village of Larchmont
Committee on the Environment

Deconstruction Sheet for Homeowners, Architects, Contractors, Property Managers and Landlords

The following items do NOT have to end up in a dumpster:

**Cabinets, Toilets, Sinks, Tubs, Light Fixtures, Doors, Windows,
All Types of Flooring, Trim, Metal Studs, Woodstoves, Paint,
Supplies, Insulation, Sheetrock, Appliances, Ceiling Fans,
Roofing, Metal, etc...**

**Please consider donating your surplus & reusable building supplies
to a drop off center and be sure to get a tax form for your donation:**

- Rebuilders Source (will pick up)
www.Rebuilderssource.coop
718-742-1111, 461 Timson Pl., Bronx, NY
- Habitat for Humanity of Westchester/ReStore (will pick up)
www.hfhwrestore.blogspot.com
914-403-4006, New Rochelle and Yonkers
- Freecycle, Westchester, NY
www.freecycle.org
- Build it Green! NYC
www.bignyc.org 3-17 26th Ave., Astoria, NY

Additional Green Sources:

- Westchester County: <http://greenmap.westchestergov.com>
- Sierra Club: www.sierraclub.org/sierra/200707/remodeling.asp
- U.S. Green Building Council: www.usgbc.org

Why deconstruct?

- Because these materials are clogging our landfills and creating a need for more materials to be manufactured.

DEAR HOMEOWNER AND/OR 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.

THANK YOU.

Insurance Approved

Initial: _____

Lic. #: _____

PERMIT APPLICATION
Office of the Building Inspector
Village of Larchmont, NY
914-834-4349

Plans Approved

Permit # _____

Date: _____

By: _____

PLEASE NOTE: APPLICANTS MUST HAVE A WESTCHESTER COUNTY HOME IMPROVEMENT AND/OR PLUMBING LICENSE. IN ADDITION, IT IS THE CONTRACTORS RESPONSIBILITY TO MAKE SURE ANY ELECTRICIAN HIRED ALSO HAS A WESTCHESTER COUNTY LICENSE AND FILES THE JOB WITH THE NYBFU.

Building (New Construction)

Plumbing

Building (Alterations/Additions)

Sewer Connection

Street Opening

Fence

Sidewalk (Repair or Construction)

Sign/Awning

Ladder/Scaffold

Other _____

1) Description of Work: Area Location and Floor: _____

2) Cost of Work: \$ _____

3) Fee Charged: \$ _____

4) Applicant – Firm Name: _____

5) Address: _____

6) City/State/Zip: _____

7) Contact Name/Telephone and Cell No.: _____

8) Address of Proposed Work: _____ Block _____ Lot _____

9) Name and Daytime Phone # of Property Owner: _____

10) Print Name and Phone # of Electrical Contractor: _____

11) **Indemnity Agreement:** In consideration of the Village of Larchmont's issuance of the permit described herein above, contractor and any subcontractors hereby agree at their sole cost and expense to indemnify, defend and forever hold harmless the Village of Larchmont, its officials, servants, agents and employees from any and all claims for personal injury, including death to any person including but not limited to applicant, contractor and subcontractors and their respective employees and for any and all property damage which results from or is in any way connected with the work contemplated under this permit.

12) Zoning Case # & Date: _____ Architectural Review Board Approval Date: _____

13) Signature of Applicant: _____ Date: _____

APPENDIX B

SHORT ENVIRONMENTAL ASSESSMENT FORM

INSTRUCTIONS:

(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? Yes No
2. Will there be a major change to any unique or unusual land form found on the site? Yes No
3. Will project alter or have a large effect on an existing body of water? Yes No
4. Will project have a potentially large impact on groundwater quality? Yes No
5. Will project significantly effect drainage flow on adjacent sites? Yes No
6. Will project affect any threatened or endangered plant or animal species? Yes No
7. Will project result in a major adverse effect on air quality? Yes 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? . . . Yes 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? . . . Yes No
10. Will project have a major effect on existing or future recreational opportunities? . . . Yes No
11. Will project result in major traffic problems or cause a major effect to existing transportation systems? Yes No
12. Will project regularly cause objectionable odors, noise, glare, vibration, or electrical disturbance as a result of the project's operation? . Yes No
13. Will project have any impact on public health or safety? Yes No
14. Will project affect the existing community by directly causing a growth in 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? . . Yes No
15. Is there public controversy concerning the project? Yes No

PREPARER'S SIGNATURE: _____ TITLE: _____
REPRESENTING: _____ DATE: _____