

OFFICE OF
FRANK BLASI

BUILDING INSPECTOR
Village of Larchmont



120 LARCHMONT AVENUE
LARCHMONT, NY 10538
TEL: (914) 834-6230
FAX: (914) 833-2170

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).
- Drawings two sets (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** Property Survey showing location of work.
- If needed all Board approval have been met.
- SWPPP
- Check for any open permits before submitting new applications
- Check for Building Permit made out to the Village of Larchmont.

2. **Every item must be filled out on the Permit Application.** If any item is left blank, we cannot accept your application. The contractor who signs the application is the person who will provide the Village with a Certificate of Insurance. Insurance requirements are clearly stated on the **Permit Insurance Requirements** form, which is attached herewith. No Permit Application can be accepted unless the proper Certificate of Insurance is submitted at the same time, or is on file in our office from a previous application. There will be **no exceptions!** This is per Local/County/State Law.

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

3. If you mail-in your Permit Application and it is incomplete, we will try to call you, but we cannot put your application through for a plan review. It is the applicant's responsibility to provide all required applications, plans, Certificates of Insurance, fees, etc.
4. If you come into the office to fill out the application, you must know all names, addresses, day/night telephone numbers, etc. We can no longer allow anyone to use our telephone to make calls to gather information. Again, there will be **no exceptions!**
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.

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.

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

**Building Permit
Application**
Village of Larchmont
INCORPORATED
1901
914-834-6210 or 914-834-2050

Insurance Approved

Liability _____

Workers Comp _____

Westchester Lic _____

Board Approvals Date

Zoning _____

Planning _____

Architectural _____

- Building New Construction ___ SWPPP required Generator
 ___ Residential ___ Commercial ___ Residential ___ Commercial
- Building Alterations/Additions ___ SWPPP required Signs/Awnings Fence
 ___ Residential ___ Commercial Other _____

Block _____ Lot _____

1. Address of Proposed Work _____
2. Description of Work _____

3. Cost of Construction \$ _____ 4. Fee Charged \$ _____
5. Application- Firm Name _____
6. Address _____
7. City/State/Zip _____
8. Contact Name _____ Phone/Cell _____
9. Plumber Name _____ Phone/Cell _____
10. Electrician Name _____ Phone/Cell _____

11. Indemnity Agreement: In consideration of the Village of Larchmont's issuance of the permit describe herein above, contractors and any subcontractors hereby agree at their sole cost and expense to indemnify, defend and forever hold harmless the village of Larchmont, its official, 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.

Signature of Applicant _____ Date _____

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 flow 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: _____