



Engineering Office  
Stanley H. Kellerhouse Municipal Building  
One Van Wyck Street  
Croton-on-Hudson, NY 10520-2501

## **Building Permit Application Instructions** (rev 04 09)

### **Required Materials:**

The following documents must be filed with the Village Engineer's Office before a building permit can be issued:

1. A survey or plot plan with the proposed structure spotted on it, showing all setback dimensions, must be filed with permit application.
2. A Certificate of Insurance showing liability and Worker's Compensation should accompany each application. (*see Insurance Requirements for Permits*)
3. An application for water connection OR approval of a drill well from the County Health Department.
4. An application for sewer service OR a construction permit from the County Board of Health for a sewage disposal system.
5. Three sets of complete building plans sealed and signed by an architect or engineer licensed in the State of New York.
6. The building permit fee is based upon the estimated construction costs.
7. Proper insurance documentation must be submitted with the application. See insurance documentation instructions for more information

**No work may commence before approval of the application and the issuance of a building permit by the Village Engineer. Work begun without the benefit of a building permit is a violation of Article I Section 86-9 A of the Village Code and a summons may be issued.**

Once issued, the building permit will become null and void six month after date of issuance if work has not actually commenced or has been abandoned.

Instillation, repair, or alteration of plumbing requires an application for Plumbing Permit. The plumber must be licensed by Westchester County. Owner-occupant may apply for permit for repairs or alterations (no sewer installations) provided he will actually be doing the work.

Removal of construction debris is the responsibility of the contractor. The Village of Croton-on-Hudson will not remove it.

## **Inspections Required:**

The Contractor or homeowner, if he is doing his own work, must call the Village Engineer's office for the following inspections at least 24 hours in advance for inspection, before proceeding with work.

1. Footing inspection before concrete is poured
2. Foundation before backfilling
  - a. To check solid last block
  - b. To check anchor bolts
  - c. To check footing drains
  - d. To check pargeting or tar coating
  - e. To check below-grade insulation
3. Rough Framing and sheathing
  - a. Structural
  - b. Nailing
  - c. Insulation
4. Rough Plumbing
  - a. Venting and trapping
  - b. Water lines
  - c. Safety valves
  - d. Ventilation
5. Electrical Inspection

For appointment, contact:

NYBFU Inspector at 914-478-4031;  
Tri-State Inspection Agency Inspector at 914-472-6937; or  
New York State Electrical Inspection Service at 914-347-4390.

6. Final Inspection for Certificate of Occupancy
  - a. The **application for a Certificate of Occupancy** must be filed prior to the final inspection.
  - b. Building complete according to approval plan(s)
  - c. Final plumbing – all fixtures hooked up
  - d. All handrails installed (over two risers)
  - e. Garage to be sheetrocked and rough-taped
  - f. Passage doors from garage to habitable areas must be ¾-hour fire-resistant, self closing
  - g. Glass areas must be tempered glass
  - h. Workmanship. Painting and decorating must be complete; finish flooring installed.

It is unlawful to occupy or use any premises constructed or altered pursuant to building permit until the Village Engineer has issued a Certificate of Occupancy.

The removal of construction debris is the responsibility of the Contractor. The Village of Croton-on-Hudson will not remove such debris.

Single section smoke detecting alarms required. They must connect to house current with no switches. For location and details, see NYS Code A-0803.406 and 510.