



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

### **Building Permit Application Instructions (rev 1/15)**

#### **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
2. Three sets of complete building plans sealed and signed by an architect or engineer licensed in the State of New York when required by NYS Law.
3. A set of plans submitted electronically in PDF format to [Engineering@crotononhudson-ny.gov](mailto:Engineering@crotononhudson-ny.gov)
4. Certificates of Insurance showing valid Liability, Disability and Worker's Compensation coverage with the Village as additional insured. (*see Insurance Requirements for Permits*)
5. Contractors doing "home improvements" for a 1,2 or 3 family home are required to provide a copy of their Westchester County Home Improvement Contractor license with the building permit or other application covering a "home improvement" as defined in the Westchester County Consumer Protection Code, Article XVI.
6. For a new house, an application for water connection, including fee, OR approval of a drill well from Westchester County Heath Department.
7. For a new house, an application for sewer service, including fee, OR a construction permit from Westchester County Department of Health for a sewage disposal system. Westchester County DOH approval is also required when increasing the number of bedrooms in a house using a septic system.
8. For new houses, environmental site bonds as required by the Planning Board-Minor Site Plan resolution.
9. Payment of permit fee which is based upon the estimated construction costs.

**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 months after date of issuance if work has not actually commenced or has been abandoned; this can be extended two (2) months by the Village Engineer upon request.
- Installation, repair, or alteration of plumbing requires an application for Plumbing Permit. The plumber must be licensed by Westchester County.
- Removal of construction and demolition debris is the responsibility of the contractor. The Village of Croton-on-Hudson will not pick up construction and/or demolition debris as it is against Westchester County regulations for this to be mixed with Municipal solid waste.

**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 before proceeding with work.

1. Footing inspection -before concrete is poured
  - a. To check depth, size and rebar
2. Foundation – before concrete is poured
  - a. To check dimensions and rebar
3. Foundation -before backfilling
  - a. To check solid last block
  - b. To check anchor bolts
  - c. To check footing drains
  - d. To check water proofing
  - e. To check below-grade insulation
4. Rough Framing and sheathing
  - a. Structural
  - b. Nailing
  - c. Insulation
  - d. Hurricane clips and other anchors
5. Rough Plumbing
  - a. Venting and trapping
  - b. Water lines
  - c. Safety valves
  - d. Ventilation
6. Electrical Inspection; For an appointment, contact a Village approved electrical inspector. See [Requirements for Electrical Inspections and Inspection Agencies](#) on the Village web site.
7. Final Inspection for Certificate of Occupancy
  - a. The **application for a Certificate of Occupancy** must be filed prior to the final inspection
  - b. Starting January 1, 2015, any application for a building permit that truss type, pre-engineered wood or timber construction is being utilized, must include this information and no certificate of occupancy will be issued without an approved sticker affixed to any electric box or exterior wall adjacent to the electric box.
  - c. Building completed according to approval plan(s)
  - d. Final plumbing – all fixtures hooked up
  - e. Final grading and site stabilized
  - f. All handrails installed (over two risers)
  - g. Garage sheetrocked and rough-taped
  - h. Passage doors from garage to habitable areas must be ¾-hour fire-resistant, self closing
  - i. Glass areas must be tempered glass as required by code
  - j. Smoke and Carbon Monoxide detectors
  - k. Workmanship: painting must be complete; finished flooring installed
  - l. An approved (Truss, Pre-Engineered Wood and/or Timber construction) sticker or sign, if required, affixed to any electric box or exterior wall adjacent to the electric box. These stickers/signs can be purchased on line through several web sites including: [www.mysafetysign.com](http://www.mysafetysign.com) [www.safetysign.com](http://www.safetysign.com) [www.compliancesigns.com](http://www.compliancesigns.com) [www.trussid.org](http://www.trussid.org)
  - It is unlawful to occupy or use any premises constructed or altered pursuant to the building permit until a Certificate of Occupancy has been issued.
  - If new water service is installed, sign off by the Croton on Hudson Water Department
  - If septic system work is involved, sign off by Westchester County Department of Health