



**ENGINEERS OFFICE**  
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## **EXISTING CONSTRUCTION**

### **PROCEDURES FOR OBTAINING A BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY**

A building permit and certificate of occupancy are required for all structures. If a structure was constructed without a building permit being issued and/or has no certificate of occupancy the following procedures must be followed.

#### **Building Permit Application for Existing Construction**

A complete application package must be submitted as follows:

- Completed Building Permit application form.
- Plan to scale of existing structure, all structural elements must be noted by size.
- Copy of a survey by a NYS licensed Land Surveyor showing the location of the structure on the lot, with dimensions to property lines noted.
- Building permit fee; the fee is calculated then doubled for existing construction.
- Confirmation that all taxes and other payments owed the village has been paid (performed by the building department).
- **Note:** Effective 1/1/15, any construction utilizing truss type, pre-engineered wood or timber construction must be disclosed on the application; no certificate of occupancy will be issued without an approved sticker 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) A limited number of truss signs may be available at the Engineers office for a small fee.

*Note: If the home is being served by a septic system and the number of bedrooms was increased, an approval from the Westchester County Health Department must be submitted prior to the building permit being issued.*

If plumbing is included in the existing structure a licensed plumber will need to apply for a plumbing permit. The plumbing permit application must include the following:

- Completed Plumbing Permit application form.
- Riser diagram plan of existing plumbing system.
- Plumbing permit fee.
- Copy of plumber's license from Westchester County.

If electrical work is included in the existing structure, a licensed electrician will need to be hired to inspect the electrical system, make any necessary repairs and then arrange for an inspection of the electrical system by a Village-approved, licensed electrical inspector. A copy of the electrical inspection report must be submitted before a Certificate of Occupancy is issued. Your electrician should arrange for this inspection.

### **Building Department Inspection of Existing Construction**

After the building permit has been issued, an inspection of the existing structure and plumbing system must be scheduled with the Building Department.

*Note: The footing may need to be exposed for inspection.  
Property maintenance code violations must be corrected.*

An engineer or architect's plan and certification that the construction is in accordance with the NYS Fire Prevention and Building Code (at the time of construction) may be required, especially where structural components are not visible.

### **Certificate of Occupancy Application for Existing Construction**

A complete application package must be submitted as follows:

- A completed Certificate of Occupancy application form signed and notarized.
- Certificate of Occupancy fee.
- An approved truss compliance sticker affixed to any electric box or exterior wall adjacent to the electric box (if necessary)
- Certificate of electrical compliance (if necessary).
- WCHD final approval of the septic system (if necessary).

Building Permit and Certificate of Occupancy Forms are available on the Village web site, [www.crotononhudson-ny.gov](http://www.crotononhudson-ny.gov) or at the Village Engineer's office.

**The above procedures are required in order to ensure that structures are properly constructed and safe for occupancy. We realize that some structures may have been constructed some time ago and do not have a certificate of occupancy. If a certificate of occupancy is needed the above procedure must be followed.**