

**Instructions to complete Application for a Building Permit**

- A. Complete the “Building Permit Application” accurately and legibly in all regards. If not typewritten, carefully print to insure legibility.
- B. For all new structures and/or additions to existing structures, two (2) copies of a survey (or plot plan taken from a survey and referenced thereto) must accompany this application. Said survey/plot plan shall be drawn to scale and so noted thereon.
- C. A minimum of three (3) sets of plans & specifications for the proposed work must accompany this application. Plans & specifications shall be prepared by a NYS licensed Architect and/or Professional Engineer. Design professional shall stamp and sign all drawings & specifications in addition to providing a title block with his/her address, phone number, date drawings were prepared (including last revised date) and notation that said drawings are for construction and issuance of permit(s) to build.
- D. The work covered by this application may not commence before the issuance of a Building Permit.
- E. Upon approval of this application, the Building Department will issue a Building Permit to the Owner (or Owner’s agent) together with two(2) of the three (3) submitted copies of plans and specifications and one (1) of the submitted surveys/plot plans. The permit and plans shall be kept on the subject premises and made available for inspection throughout the course of work. All changes to the approved plans shall be filed at the Building Department prior to the inspection of said work. Depending on the magnitude of the change, an amended Building Permit may be necessary.
- F. All Building Permits expire 12 months from the date of issuance and may be eligible for two (2) twelve-month extensions. To be eligible for each of the two extensions, work must be progressing satisfactorily and the prescribed fee paid.
- G. Failure to commence work for which the permit was issued within 12 months of the issue date causes the permit to expire automatically.
- H. **Do not** complete any part of application labeled “For Office Use Only”.

**More specific explanation . . .**

**Part I**

- 3. Tax ID # (Section, block and lot) must be verified by the Building Department. The “asterisk” for “Per 250-79A.” applies to non-conforming lots and will be determined when reviewing your zoning information.

**Part II**

- 1. **Design professionals** shall complete this section and sign their name at the end of Part II. To assist in making zoning/bulk calculations, Zoning Ordinance definitions of building coverage, development coverage, floor area ratio (F.A.R.), gross floor area, height, lot width, and Section 250-79 (A) are available on a separate list.
- 2. Familiar to the design professional.
- 3. Ditto
- 4. If the subject lot is not vacant land and is smaller than the minimum required for the applicable Zoning District, and its lot width is less than the minimum required for said Zoning District, lesser bulk requirements apply per Chapter 250-79A.
- 5. Familiar to the design professional.
- 6. Ditto
- 7. Ditto
- 8. If the proposed work includes multiple areas within an existing structure, each area should be classified.
- 9. Essential information for completing # 1 above.
- 10. Include whether or not central air-conditioning is included in HVAC system – existing and proposed.
- 11. Information must be taken from a survey that is accurately referenced on the site plan.
- 12. Indicate cost of construction including all labor and materials. (Fair Market value).



**Town of North Salem**  
Application for a Building Permit

**For Office Use Only**

Date: _____	Review by / Referred to:	Permit No. _____
	<input type="checkbox"/> Town Engineer	Variance required - Yes <input type="checkbox"/> No <input type="checkbox"/>
Fees:	<input type="checkbox"/> WCDOH	<input type="checkbox"/> ZBA variance _____
<input type="checkbox"/> WCDOH Letter _____	<input type="checkbox"/> Wetlands	<input type="checkbox"/> ZBA Special Permit _____
<input type="checkbox"/> BP _____	<input type="checkbox"/> Local	<input type="checkbox"/> DOS Variance _____
<input type="checkbox"/> CO _____	<input type="checkbox"/> DEC	
<input type="checkbox"/> Town Eng Escrow _____	<input type="checkbox"/> Highway	<input type="checkbox"/> Worker's Compensation Insurance
	<input type="checkbox"/> Water District	<input type="checkbox"/> West. Cty. Home Improvement License
	<input type="checkbox"/> Historic Preservation	APRL Waiver
	<input type="checkbox"/> Planning Board	Violation(s) of record

**Part I – to be completed by Owner or Owner’s Agent**

1. Owner: _____	3. Property ID and Zoning:
2. Mailing address: _____	Sheet ____ Block _____ Lot _____
_____	Zoning District _____ *Per 250-79A. _____
Phone: _____	Legal Address: _____

**Part II – to be completed by Architect or P.E.**

1. Zoning	<u>Req./Per.</u>	<u>Existing</u>	<u>Proposed</u>	2. Operable Code –
Lot area	_____	_____	_____	<input type="checkbox"/> Residential Code of NYS
Lot width*	_____	_____	_____	<input type="checkbox"/> Building Code of NYS
Front yard	_____	_____	_____	<input type="checkbox"/> Existing Building Code
Rear yard	_____	_____	_____	<input type="checkbox"/> Non-residential Ag. Use
Side yard	_____	_____	_____	3. Construction Classification (circle)
Bldg. Coverage	_____	_____	_____	1A, 1B, 2A, 2B, 3A, 3B, 4, 5A, 5B
Dev. Coverage	_____	_____	_____	4. Lot is (underline one) -
Bldg. Height*	<u>35ft max</u>	_____	_____	Conforming      Non-conforming
F. A. R.	_____	_____	_____	

5. Occupancy Classification (see NYS Building Code definition): A-1 – A-5; B; E; F-1 & F-2; H-1 – H-5; I-1 – I-4; M; R-1 – R-4; S-1 & S-2; U      Existing \_\_\_\_\_ Proposed \_\_\_\_\_

6. The following Climatic & Geographic Design Criteria shall be assumed to be the minimum standards for design of the proposed work and shall be so noted on the drawings/specifications submitted herewith. The criteria are taken from Table 301.2(1) in the Residential Code of NYS.

Ground snow load	<u>45 lbs.</u>	Termite	<u>moderate to heavy</u>
Wind speed	<u>100 mph</u>	Decay	<u>slight to moderate</u>
Seismic Design Category	<u>C</u>	Winter Design Temp.	<u>7 degrees F.</u>
Weathering	<u>Severe</u>	Water & Ice shield required	<u>Yes</u>
Frost depth	<u>42 inches</u>	Flood Hazard Program	<u>4/24/84, rev. 1/01/07</u>

7. The Energy Conservation Construction Code of NYS is fulfilled by which of the following (underline):  
a. Prescriptive method    b. Res/Mec/Com check via software    c. Worksheet

8. Description of proposed work (for all work pertaining to existing structures), one or more of the following descriptions shall be included (check the "Operable Code" identified in # 2 above in Part II for the pertinent definitions): "Addition"; "Alteration"; "Conversion"; "Reconstruction"; "Renovation"; "Repair".

9. Size of structure (exterior dimensions by level) –

	Existing	Proposed	Total
Crawl space (< 6'-3")	_____	_____	_____
Basement (> 6'-3") to collar tie	_____	_____	_____
1 <sup>st</sup> Floor	_____	_____	_____
2 <sup>nd</sup> Floor	_____	_____	_____
3 <sup>rd</sup> Floor	_____	_____	_____
Attic (>6'-3") to collar tie	_____	_____	_____
<b>Totals</b>	_____	_____	_____

10. HVAC – provide type and fuel (e.g. hydro-air / oil-fired boiler)

Existing \_\_\_\_\_ Proposed \_\_\_\_\_

11. On a site plan (taken from a survey) show the following (all drawn to scale):

- a. All structural improvements – e.g. house, detached, accessory buildings, pool, etc.
- b. All driveways, parking, walkways
- c. As-built septic location – Note here WCDOH File No. \_\_\_\_\_ No. Bedrooms \_\_\_\_\_
- d. Existing well location. If no well, note here Water District ID \_\_\_\_\_
- e. Wetlands – on property and/or within 100 ft. DEC \_\_\_\_\_ Local \_\_\_\_\_
- f. Delineate area of disturbance to complete construction & calculate area \_\_\_\_\_ sq. ft.

12. COST OF CONSTRUCTION \_\_\_\_\_

Signature and date by Design Professional only: \_\_\_\_\_

**Part III – Design Professional & Contractor information**

1. Architect: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Firm: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_

2. Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Firm: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_

3. Construction Manager: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Firm: \_\_\_\_\_ Fax / Cell: \_\_\_\_\_  
 Address: \_\_\_\_\_

4. General Contractor (the entity paying the subcontractors): \_\_\_\_\_  
 Firm: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 West Co. Home Imp. Lic. # \_\_\_\_\_

5. Plumber: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Firm: \_\_\_\_\_ Fax / Cell: \_\_\_\_\_  
 Address: \_\_\_\_\_ West. Co. Lic. # \_\_\_\_\_

6. Electrician: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Firm: \_\_\_\_\_ Fax / Cell: \_\_\_\_\_  
 Address: \_\_\_\_\_ West Co. Lic # \_\_\_\_\_

**Affidavit of Applicant**

State of New York  
County of Westchester ss:

\_\_\_\_\_ being duly sworn, deposes and says:  
That he resides at \_\_\_\_\_

\_\_\_\_\_ and that: (circle one)

- A. He/she is the owner of the premises described hereon.
- B. He/she is a General Partner of the New York Corporation \_\_\_\_\_ with offices at \_\_\_\_\_ and is duly authorized by resolution of the Board of Directors, and that said corporation is duly authorized to make this application.
- C. He/she is a General Partner of \_\_\_\_\_ with offices at \_\_\_\_\_ and that said partnership is duly authorized by the owner to make this application.
- D. He/she is the Architect, Engineer or Agent duly authorized to make this application.
- E. He/she is the Contractor duly authorized by the Owner to make this application.
- F. He/she is the Contract Vendee of the premises described hereon. Date of contract is \_\_\_\_\_.

*That the information contained in this application and on the accompanying drawings is true to the best of his/her knowledge and belief. The undersigned hereby agrees to comply with all the requirements of the NYS Uniform Code, Code of the Town of North Salem, Zoning Ordinance and all other laws pertaining to it, in the construction applied for, whether or not shown on Plans or specified in this application.*

Sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of deponent

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
Telephone

**Affidavit of Contractor**

State of New York  
County of Westchester ss:

\_\_\_\_\_ being duly sworn, deposes and says:  
That he resides at \_\_\_\_\_

\_\_\_\_\_ and that: (circle one)

- A. He/she does business as \_\_\_\_\_ with offices at \_\_\_\_\_  
And that he is the Contractor, duly authorized by the owner for the proposed work.
- B. He/she is the General Partner of the New York Corporation \_\_\_\_\_ with offices at \_\_\_\_\_ and is duly authorized by resolution of the Board of Directors, and that said corporation is duly authorized to make this application.
- C. He/she is a General Partner of \_\_\_\_\_ with offices at \_\_\_\_\_  
\_\_\_\_\_ and that said partnership is the contractor duly authorized by the owner for the proposed work.

*The undersigned further states: The work will be performed in accordance with the NYS Uniform Code and all other applicable Codes and Regulations not shown on the plans and specification in the Application, and they assume all responsibility for all acts and work performed by any and all entities (individual and/or collective) to complete the project as described in this application..*

Sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of deponent

\_\_\_\_\_  
Notary Public