



**TOWN OF NORTH SALEM BUILDING DEPARTMENT
CHECKLIST**

NEW BUILDING

- 1) 3 SETS OF PLANS (must include site plan with septic location and zoning chart)
- 2) 2 SETS OF SPECIFICATIONS (electrical, plumbing, energy compliance)
- 3) 2 TOPOGRAPHICAL SURVEYS
- 4) 1 SURVEY BY LICENSED SURVEYOR
- 5) COPY OF WESTCHESTER COUNTY HEALTH DEPT. APPROVAL
- 6) HIGHWAY ACCESS PERMIT
 TOWN COUNTY STATE
- 7) FEES: BUILDING DEPT. FEE (PERMIT + CO/CC FEE)
ENGINEERING ESCROW FEE (when required)
- 8) INSURANCE CERTIFICATE –Proof of Worker’s Compensation Insurance
and Westchester County Home Improvement License

- ALTERATION / ADDITION** #1,2,4,5 (if additional bedroom, reconfiguration of bedrooms or 1,000 sq. ft. addition is included), 7,8

- MISCELLANEOUS (SHED, FENCING, TEMPORARY TENTS, ETC)** #1,,4,7,8

- POOLS** #1,2,4,5 (Must include site plan with septic area), 7, 8

- DEMOLITION** (see application)

ADDITIONAL DATA THAT MAY BE REQUIRED (depending on individual site)

- SITE PLAN WITH EXISTING AND PROPOSED GRADES AND WETLANDS
- TREE REMOVAL PERMIT
- WETLANDS PERMIT
- BLASTING PERMIT
- FILL/GRAVEL PERMIT/
- STORMWATER (SWPPP)
- ENGINEERING

REQUIRED BEFORE ISSUANCE OF CERTIFICATE OF OCCUPANCY

- CERTIFICATE OF COMPLIANCE
- COST AFFIDAVIT (payment of additional fee if required)
- FINAL AS-BUILT SURVEY
- WESTCHESTER COUNTY DEPT. OF HEALTH CONSTRUCTION COMPLIANCE
- HIGHWAY ACCESS FINAL APPROVAL
- ELECTRICAL CERTIFICATE
- ENGINEERING ACCEPTANCE OF AS BUILT PLANS WHEN REQUIRED
- FINAL INSPECTION (Will not be scheduled until all of the above is received)

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO FILE FOR AND OBTAIN A
CERTIFICATE OF OCCUPANCY OR COMPLETION
USE OR OCCUPANCY WITHOUT A CERTIFICATE OF OCCUPANCY IS CONSIDERED A
VIOLATION**