Town of Yorktown www.yorktownny.org

08-13

Building Department

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598

Tel. (914) 962-5722 ext.233 Fax (914) 962-1731

INSTRUCTIONS FOR OBTAINING A BUILDING PERMIT

New York State and Town of Yorktown laws require that a building permit be issued by the Building Inspector before any* building or structure is erected, enlarged, altered or moved. In order to ensure compliance with these laws, the following items need to be submitted for review prior to issuance of a permit. After submission, the application documents will be reviewed on a first-come-first-serve basis, and the applicant will be notified of the results.

*See N.Y.S. Title 19 NYCRR and Chapters 15 and 300 of the Code of the Town of Yorktown for specific exemptions.

The following is a list of documents and approvals that are required to obtain a building permit, depending on the type of structure and its intended use. The applicant should research applicable code, rule and regulations to aid in design and understanding of the project being undertaken. The Building Department will make final determinations, on a case-by-case basis, which of these are for each application. Other approvals, not here listed, may be determined necessary:

- ❑ **APPLICATION:** All applicable lines on the Application for a Building Permit must be completed. Available at the Building Department or on line at the Town's web site www.yorktownny.org.

- ❑ **ELECTRONIC SUBMISSION:** All building permit applications and documents for projects over $20,000 in cost must *also* be submitted in electronic format (PDF, TIF or other format acceptable to the Building Inspector**) *in addition to* submission of hard copy (paper) documents.**

- ❑ **SURVEY:** A survey map, prepared by a NYS licensed land surveyor, showing all lot dimensions and existing structures.

- ❑ **SITE PLAN APPROVAL:** A complete set of site plans, and the final resolution of approval, both endorsed by the Town Planning Board, for construction or alteration of buildings other than one-family houses or accessory structures there to.

- ❑ **SPECIAL USE PERMIT:** Issued by the Town Zoning Board of Appeals. Apply at the Building Department.

- ❑ **PLOT PLAN:** A map/plan showing the lot, all existing structures, and all proposed structures, with distances from lot lines. *(Please do not draw on a map sealed by a N.Y.S. licensed land surveyor.)*

- ❑ **CONSTRUCTION PLANS:** Two complete sets of plans and details for all proposed construction. These must be drawn neatly, to scale, and employ standard architectural drawing conventions. The plans must be prepared by a NYS Registered Architect or Licensed Professional Engineer, and bear his/her seal and signature where required by the State Education Law or determined by the Building Inspector.

- ❑ **HEALTH DEPARTMENT PLAN SIGN-OFF (additions and alterations):** Under parameters established by the Westchester County Department of Health, the applicant must have two sets of building construction plans endorsed for review by the Building Inspector, and then must deliver these plans to the W.C.D.H. for review and return an approved set to the Building Department. *(Not applicable to buildings served by public sewer systems.)*

- ❑ **HEALTH DEPARTMENT OR SEWAGE PERMIT (new buildings):** A construction permit from the Westchester County Department of Health for a private sewage system, or a sewer permit from the Town of Yorktown Engineering Department where a public sewer system is used.

- ❑ **DRIVEWAY AND ROAD PERMIT:** Driveway permit from the State, County or Town, (whichever applies) for new road access or wherever road access is changed in location.

- ❑ **WATER PERMIT:** Town of Yorktown Water Permit, where connection to the municipal water system is required. Apply at the Town Water Department.

- ❑ **CONTRACTORS INSURANCE:** The responsible contractor must provide proof of Workers Compensation Insurance and Disability Insurance. Exemptions for homeowners and small business contractors may be available. Contact the local Workers Compensation Office for forms and information.

- ❑ **HOME IMPROVEMENT LICENSE:** A copy of the contractor's Westchester County Home Improvement license, for any work on a private residence.

Requirements for additional approvals, such as building or zoning code variances, wetlands permits, flood area development permits, SEQRA reviews and reviews from the Advisory Board on Architecture and Community Appearance (ABACA), are determined on a case-by-case basis.

PLEASE NOTE:

- All Electricians and Plumbers must be licensed by Westchester County.
- Separate permits are required, from the Building Department, for plumbing, electrical, mechanical and fire sprinkler work.
- Separate permits, from the Building Department, are required for building-mounted and freestanding signs.
- Building Permit applications, and all associated documents, are discarded after two years if the permits have not been issued.

OTHER AGENCIES

These (and other) agencies, outside the Building Department, may be involved in the approval process. Applicants for building permits should contact these agencies directly.

DRIVEWAY AND ROAD PERMITS

STATE ROADS:
New York State Department of Transportation

COUNTY ROADS:
Westchester County Department of Public Works

TOWN ROADS:
Town of Yorktown Highway Department

HEALTH OR SEWAGE PERMITS

FOOD PROCESSING:
Westchester County Department of Health

SEWAGE DISPOSAL SYSTEMS:
Westchester County Department of Health

RADIATION PRODUCING EQUIPMENT:
Westchester County Department of Health

SEWER CONNECTION:
Town of Yorktown Engineering Department

LICENSING:

PLUMBERS:
Westchester County Department of Consumer Protection

ASBESTOS ABATEMENT:
New York State Department of Labor

ELECTRICIANS:
Westchester County Department of Consumer Protection

SECURITY/FIRE ALARM INSTALLER
N.Y.S. Dept of State, Licensing Division

HOME IMPROVEMENT LICENSE:
Westchester County Department of Consumer Protection

ENVIRONMENTAL:

NEW YORK CITY WATERSHED AND MAIN STREET AREAS:
New York City Department of Environmental Protection

WETLANDS, WATERCOURSES, EROSION AND SEDIMENTATION CONTROL:
New York State Department of Environmental Conservation
Westchester County Dept of Public Works (streams)
Town of Yorktown Engineering Department
Town of Yorktown Conservation Board
Town of Yorktown Town Board

LEAD, PETROCHEMICALS AND TOXINS:
Westchester County Department of Health
N.Y.S. Department of Environmental Conservation
U.S. Department of Environmental Protection

FLOOD HAZARD AREAS:
Federal Emergency Management Agency
Local Floodplain Administrator (Town Building Inspector)