



TOWN OF OSSINING

BUILDING DEPARTMENT
101 ROUTE 9A, P.O. Box 1166
OSSINING, N. Y. 10562

PHONE: (914) 762-8419 FAX: (914) 290-4656

Website: www.townofossiningny.gov Email: building@townofossiningny.gov

Requirements to Obtain a Building Permit and Certificate of Occupancy

INCOMPLETE APPLICATIONS OR APPLICATIONS MISSING REQUIRED DOCUMENTATION WILL NOT BE ACCEPTED.

- ☐ A completed, signed and notarized Building Permit application, and the Building Permit fee.
- ☐ Three (3) copies of sealed and stamped plans by a New York State Licensed Design Professional for the work being performed. If the project involves an enlargement of a structure or construction of a new structure (including an accessory structure), all zoning setbacks, required and actual, must be shown on the plans.
- ☐ A copy of the property survey (if doing any type of enlargement to a structure or adding any Accessory Structure such as a Swimming Pool, Garage, Shed, etc.). The new construction must be drawn to scale, to show setback requirements are met. Gross square footage increase must be included on the plans.
- ☐ Insurance Requirements.

Copy of the homeowner's insurance policy (for any work other than a complete, new house) showing you have General Liability coverage.

Certificate of Liability Insurance naming "Town of Ossining, 16 Croton Ave., Ossining, NY 10562" as the certificate holder and additionally insured. The job location must be referenced on this certificate with the statement that "Town of Ossining is additionally insured".

Certificate of Insurance for Workers' Compensation (Form 105.2) with "Town of Ossining, 16 Croton Ave., Ossining, NY 10562" as certificate holder.

New York State Disability Form (DB-120.1) with "Town of Ossining, 16 Croton Ave., Ossining, NY 10562" as certificate holder.

If there is not Workers' Compensation Policy, a waiver must be submitted by the Workers' Compensation Board.

Westchester County License.

If the homeowner is doing the work, a Workers' Compensation waiver and an Accord Certificate of Liability should be obtained from your insurance agent.

Permit Application Requirements Continued:

□ Call 811 before you Dig! www.UDIGNY.org A **Dig Safely NY** number is required for any digging on your property. They will advise you if there are any underground utility lines where you will be digging and supply you with a reference number that you must write on the Building Permit application. Dial 811 or call 1-800-962-7962.

REQUIRED INSPECTIONS:

The following inspections are REQUIRED during construction. A Certificate of Occupancy WILL NOT be issued if the inspections are not conducted. It is the responsibility of the Building Permit Holder to ensure the inspections are performed. Not all inspections listed may be part of your construction (interior alteration may not require footings/foundation or you may not be doing any plumbing, for example), but you **MUST** get the inspections that pertain to your project:

- Footings prior to pouring (when formed and with re-bar installed).
- Foundation – before backfilling and after footing drains are installed, including weatherproofing.
- Framing – after all electrical and plumbing has been roughed-in.
- Insulation – energy code.
- Plumbing, Electrical and Insulation.
- Final (when all work is completed)

Requirements to Obtain A Certificate Of Occupancy:

- All required inspections as indicated above.
- An As-Built Survey (After foundation is completed for new structures and as required by this department).
- Documentation showing the electrical system passed final inspection by an approved electrical inspection service.
- All Planning Board conditions met if project involved Planning Board approval.
- A signed and notarized “Final Cost Affidavit”.

To be placed on plans by Design Professional per NYS Law:

Building Construction Compliance – Certification

- Title 19 (NYCRR)
- Chapter XXXIII – State Fire Prevention and Building Code Counsel
- Subchapter A – Uniform Fire Prevention and Building Code

“I do hereby certify that these drawings and specifications have been prepared under my supervision and that to the best of my knowledge and professional judgement, the design has been made in conformance with all applicable requirements of the Title 19 (NYCRR) – Chapter XXXIII, Subchapter A and the following referenced codes of New York State:”

Add Applicable Code(s) (applicable code in effect at time of plans and application being submitted).

NYS Uniform Code Supplement (applicable code in effect at time of plans and application being submitted).

Energy Conservation Compliance – Certification

- Title 19 (NYCRR)
- Chapter XXXIII – State Fire Prevention and Building Code Counsel
- Subchapter B – State Energy Construction Conservation Code
- Part 1240 – Energy Conservation Construction Code

The proposed envelope system represented in these drawings and specifications has been designed to meet the requirements of Chapter 11 of the International Residential Code Edition (applicable code in effect at time of plans and application being submitted).

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STORMWATER

New Requirements for Small Construction Projects



Did you know that if your project disturbs one or more acres of land, you must have a permit for stormwater discharges from the site?

Why?

Excessive amounts of sediment and debris from construction sites are often washed into local waterbodies -during a storm. Construction vehicles can leak fuel, oil, and other harmful fluids that can be picked up by stormwater as well.

What to Do?

Under a new regulation, the Department of Environmental Conservation (DEC) requires that before starting construction, a Stormwater Pollution Prevention Plan (SWPPP) must be developed. The SWPPP is a plan for erosion and sediment control, and possibly other management practices.

Before construction activity begins, a Notice of Intent must be filed with the DEC affirming that a SWPPP has been prepared and is being implemented.

If you begin construction before filing an NOI and obtaining coverage, you may be subject to a penalty of up to \$25,000 per violation per day.

Think Ahead!

It could take up to sixty (60 business days to get a permit, but often only takes five (5) business days. The length of time depends on the type of construction site involved. It also depends on the existing levels of pollution in the waterbodies to which stormwater from the site will discharge.

For More Information visit the DEC website:

<https://dec.ny.gov/environmental-protection/water/water-quality/stormwater/construction-stormwater-toolbox>

Tools Available from the DEC

Permit

SPDES General Permit for Stormwater Discharges from Construction Activity (GP-02-01)

Guidance

Overview of the SPDES General Permit for Stormwater Discharges from Construction Activities

Instruction Manual for Stormwater Construction Permit

Technical Information:

New York State Stormwater Management Design Manual

NYS Standards and Specification for Erosion and Sediment Control (also known as the Blue Book)

New York Contractor's Erosion and Sediment Control Field Notebook



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BUILDING & PLANNING DEPARTMENT

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AUTHORIZATION TO SUBMIT BUILDING PERMIT APPLICATION

I, _____ am the owner of the property located at:

_____.

I authorize _____ to submit
this building permit application in my behalf.

Property Owner Signature

State of New York

County of Westchester

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public



TOWN OF OSSINING

Building Department

P.O. Box 1166 Route 9A, Ossining, NY 10562

phone 914-762-8419 eFax 914-260-4656

www.townofossiningny.gov building@townofossiningny.gov

APPROVED _____ 20__

BP# _____

FEE (inc. CO) _____

Application for Building Permit - Town of Ossining

SEE BUILDING PERMIT REQUIREMENTS SHEET BEFORE FILLING OUT THIS FORM

Location _____
(Street Address)

Section _____ Block _____ Lot _____ Zone _____ Dig Safely # _____
Call 811 before you dig

Application is hereby made to the Building Department for the issuance of a Building Permit pursuant to the New York State Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Name of Applicant _____ Date Submitted _____

Address of Applicant _____ Email _____

State whether applicant is owner, lessee, agent, architect, engineer or builder _____

Name and address of owner of premises _____

_____ Telephone No. _____

1. State existing use and occupancy of premises and intended use and occupancy of proposed construction.

a. Existing use and occupancy _____

b. Intended use and occupancy of proposed construction _____

2. Description of Work: _____

3. New Building ____ Addition ____ Alteration ____ Repair ____ Removal ____ Demolition ____ Other ____

4. Estimated Cost* _____ Fee _____

*Cost for the work described in the Application for the Building Permit including the cost of all construction and other work done in connection therewith, exclusive of the cost of the land.

5. If dwelling, number of dwelling units _____ Number of dwelling units on each floor _____

If garage, number of cars _____

6. If business, commercial or mixed occupancy, specify nature and extent of each type of use _____

7. Dimensions of existing structures, if any: Front _____ Rear _____ Depth _____ Height _____
Number of Stories _____

Dimensions of same structure with alterations or additions: Front _____ Rear _____ Depth _____
Height _____ Number of Stories _____

8. Dimensions of entire new construction: Front _____ Rear _____ Depth _____ Height _____
Number of Stories _____

9. Size of Front _____ Rear _____ Depth _____

YOU MUST ANSWER THE FOLLOWING FOUR QUESTIONS OR APPLICATION WILL NOT BE PROCESSED:

10. Does proposed construction violate any Town Zoning Law, ordinance or regulation? _____

9A. Does proposed construction fall under the Steep Slopes Ordinance of the Town? _____

9B. Does proposed construction fall under the Freshwater Wetlands Ordinance of the Town? _____

9C. Does proposed construction fall under the Tree Protection Ordinance of the Town? _____

11. All work shall be performed in accordance with the construction documents submitted and accepted as part of the application. In addition, the building department shall be notified immediately in the event of changes occurring during construction.

12. Name of Compensation Insurance Carrier _____
Number of Policy _____ Date of Expiration _____

13. Name of Architect _____ Address _____
_____ Phone No. _____

12. Name of Contractor _____ Address _____
_____ Phone No. _____

13. Name of Electrician _____ Address _____
_____ Phone No. _____

14. Name of Plumber _____ Address: _____
_____ Phone No. _____

Notary

STATE OF NEW YORK }
COUNTY OF WESTCHESTER} SS:

Name of Applicant

being duly sworn, deposes and says: That they reside at _____
and is duly authorized as representative of the owner or (lessee) of the land herein described to make application for
permit to perform the work specified in said owner's (or lessee's) behalf; and that the statements contained herein
are true to the best of his knowledge and belief.

Signature of Applicant

Notary Public

Sworn to before me this _____ }
 }
Day of _____, 20____ }

This application for a permit to perform the proposed work as herein described and as shown on the approved plans
is hereby APPROVED subject to collection of all fees associated with this application:

Date

Building Inspector

WORK CANNOT BEGIN UNTIL THE BUILDING PERMIT IS ISSUED (INCLUDING PLUMBING AND/OR ELECTRICAL WORK).

APPROVED BUILDING PERMIT AND PLANS MUST BE KEPT AT THE CONSTRUCTION SITE AND AVAILABLE FOR INSPECTION THROUGHOUT THE ENTIRE PROJECT.

THE AREA UNDER THE JURISDICTION OF THE PERMIT **MAY NOT BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED BY THIS AGENCY.**

ELECTRICAL AND PLUMBING WORK (IF APPLICABLE) SHALL BE PERFORMED BY WESTCHESTER COUNTY LICENSED TRADESMAN WITH A TOWN OF OSSINING ELECTRICAL AND/OR PLUMBING PERMIT.

ALL FEES DUE SHALL BE MADE BY **CHECK OR MONEY ORDER MADE PAYABLE TO THE "TOWN OF OSSINING". SEE "BUILDING PERMIT REQUIREMENTS PAGE" AND SEE THE FOLLOWING PAGES FOR MORE INFORMATION:**

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Town of Ossining Code, Bulk Regulations - Zoning Table to be placed on plans

Chapter 200 Zoning Attachment 2, Bulk Regulations for One-Family Residence Districts

Article IV. Bulk Regulations

Chapter 200-23. NC Neighborhood Commercial District, GB General Business District and GB-1 General Business District-1.