



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.townofossining.com Email: bldgdept@townofossining.com

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 homeowners 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 before you Dig! **Dig Safely NY**. A Code 53 number is required if any digging for footings/foundation with any type of powered tools. The number is 1-800-962-7962. They will advise you if there are any underground utility lines where you will be digging and supply you with a Code 53 reference number that you must write on the Building Permit application.

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 insure 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.
- ❑ 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 Council
- 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 Council
- 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).

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 Title 19 (NYCRR) – Chapter XXXIII, Subchapter B – Part 1240

New York State Stretch Code - Certification

The Town of Ossining adopted the 2020 NYS Stretch Code to be used in conjunction with the New York State Energy Conservation Construction Code effective June 1, 2021. Building permit applications submitted after June 1, 2021 must include a certification that

“The plans are in compliance with the NYS Stretch Code of (year of applicable code in effect at time of plans and application being submitted) and are in compliance to all other applicable codes of (applicable codes in effect at time of plans and application being submitted).”

Plans will not be reviewed without this certification. A copy of the 2020 Stretch Code is available at www.townofossining.com Building Department Page. Contact our office if you need additional information or clarification on this matter.



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NEW YORK STATE MANDATED ENERGY CODE REQUIREMENTS FOR PERMIT AND CO

R405.4.2.1 Compliance report for permit application.

A compliance report submitted with the application for building permit shall include the following:

1. Building street address, or other building site identification.
2. A statement indicating that the proposed design complies with [Section R405.3](#).
3. An inspection checklist documenting the building component characteristics of the proposed design as indicated in [Table R405.5.2\(1\)](#). The inspection checklist shall show results for both the standard reference design and the proposed design with user inputs to the compliance software to generate the results.
4. A site-specific energy analysis report that is in compliance with [Section R405.3](#).
5. The name of the individual performing the analysis and generating the report.
6. The name and version of the compliance software tool.

R401.3 Certificate for Certificate of Occupancy.

A permanent certificate shall be completed by the builder or other approved party and posted on a wall in the space where the furnace is located, a utility room or an approved location inside the building. Where located on an electrical panel, the certificate shall not cover or obstruct the visibility of the circuit directory label, service disconnect label or other required labels. The certificate shall indicate the predominant R-values of insulation installed in or on ceilings, roofs, walls, foundation components such as slabs, basement walls, crawl space walls and floors and ducts outside conditioned spaces; U-factors of fenestration and the solar heat gain coefficient (SHGC) of fenestration, and the results from any required duct system and building envelope air leakage testing performed on the building. Where there is more than one value for each component, the certificate shall indicate the value covering the largest area. The certificate shall indicate the types and efficiencies of heating, cooling and service water heating equipment. Where a gas-fired unvented room heater, electric furnace or baseboard electric heater is installed in the residence, the certificate shall indicate "gas-fired unvented room heater," "electric furnace" or "baseboard electric heater," as appropriate. An efficiency shall not be indicated for gas-fired unvented room heaters, electric furnaces and electric baseboard heaters.

R405.4.2.2 Compliance report for certificate of occupancy.

A compliance report submitted for obtaining the certificate of occupancy shall include the following:

1. Building street address, or other building site identification.
2. A statement indicating that the as-built building complies with [Section R405.3](#).
3. A certificate indicating that the building passes the performance matrix for code compliance and indicating the energy saving features of the buildings.
4. A site-specific energy analysis report that is in compliance with [Section R405.3](#).
5. The name of the individual performing the analysis and generating the report.
6. The name and version of the compliance software tool.



TOWN OF OSSINING
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 Operations Center
Ossining, NY 10562
Phone 914-762-8419 Fax 914-260-4656

www.townofossining.com
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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 _____ Code 53 # _____

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 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.

WINSOME SAMUELS
Notary Public, State of New York
No. 01SA6182976
Qualified in Bronx County
Commission Expires _____

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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