

VILLAGE OF



MAMARONECK

OFFICE OF THE
BUILDING INSPECTOR

Village Hall
Mamaroneck, N.Y. 10543

TELEPHONE
914-777-7731

FAX
914-777-7792

Address Reply to:
Building Department
169 Mt. Pleasant Avenue

REQUIREMENTS FOR FILING A BUILDING PERMIT

The following items are required at the time the Building Permit Application is submitted:

1. A complete Building Permit Application which will include the name and address of all contractors. The Application must be filled out completely, including a plot diagram and the notarized signature of the applicant. Flood Development Permit must be filled out if in flood zone.
2. For all construction with an estimated cost of \$20,000 or more, two (2) sets of architectural plans, **STAMPED** by a Certified Architect or Professional Engineer (N.Y.S. Registered) are required. On the title page of the architectural plans, the following must be included: Site Plan, Zoning Schedule and Floor Area Ratio. All projects that are in front of **Any Board Require Stamped Plans** no matter what the cost of the project.
3. A complete Short Environmental Assessment Form.
4. Two (2) copies of a property survey are required for any exterior construction including installation of fences, sheds and driveway reconstruction.
5. The Building Department Fee, includes the application fee, the permit fee which is based upon the estimated cost of work, and the C/O fee (see attachment for fee schedule).
6. For all construction with an estimated cost of \$20,000 or more, two (2) sets of architectural plans, **STAMPED** by a Certified Architect or Professional Engineer (N.Y.S. Registered) are required. On the title page of the architectural plans, the following must be included: Site Plan, Zoning Schedule and Floor Area Ratio. All projects that are in front of **Any Board Require Stamped Plans** no matter what the cost of the project.
7. Contractor's Westchester County License and Certificates of Liability, Workman's Compensation and Disability Insurances. The Village of Mamaroneck must be Certificate Holder and Additional Insured on the Liability Certificate. Workman's Comp. **CANNOT** be on the Accord Form. It must be on the C105.2 SI12 WC/DB-100 or come from NYS Insurance Fund (a26.3). Disability must be on the DB-120.1, DB-155 or WC/DB-100. If the work is being done by the homeowner, we must have a copy of the Declaration page of their homeowner's insurance. If they don't have Workman's Comp. as part of their homeowner's we must have NYS Form BP-1.
8. All plumbing and electrical work must be completed by a plumber or electrician who is licensed in Westchester County. The plumber and electrician must file separate plumbing and electrical permits with the Village of Mamaroneck.

BUILDING PERMIT FEES EFFECTIVE FEBRUARY 2015

All applications must be accompanied by a check made payable to the Village of Mamaroneck

Building and Demolition Permit: \$60.00 non-refundable application fee and
\$15.30 per \$1,000., the cost of construction

Commercial Fee: \$100.00 non-refundable application fee and
\$25.00 per \$1,000 the cost of construction

Failed Inspection Fee: On same inspection type after (2) two failed inspections each
additional inspection will be \$25.00

Changes in Approved Plans: Residential - \$100.00
Commercial - \$200.00

Plumbing Permit: \$60.00 + \$15.30 per fixture/connection

Electrical Permit: \$60.00 for the first \$1,000. Cost of the work + \$15.30 per additional
\$1,000. Cost of the work

Work without a Permit: Failure to obtain a Building and/or Demolition permit or to pay the fee
noted hereinabove prior to taking action associated with the permit, the fees will be doubled.

Close old permits: \$109.00 up to (5) open permits. \$25.00 for each additional permit

Certificate of Occupancy:
Per residential unit (includes co-ops), addition or structure: \$179.00
Per retail or commercial unit: \$306.00

Certificate of Compliance: Residential - \$77.00
Commercial - \$153.00

BOARD OF ARCHITECTURAL REVIEW SUBMISSION REQUIREMENTS

Any Proposed exterior construction with an estimated cost over \$10,000 requires Board of
Architectural Review approval.

Building Permit Application

6 sets of plans- 2 full size signed and sealed by architect or engineer
4 sets no smaller than 11 x 17 not signed
5 sets of color photos of dwelling and adjacent dwellings

A notification sign must be placed on the property no less than (5) days before the meeting.

If the new finishes do **NOT** match the existing, samples must be brought to the meeting.
For signs bring material/color samples to the meeting
For new buildings a site plan must be submitted showing the new building in relation to the
neighboring buildings.

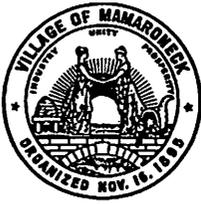
INSURANCE REQUIREMENTS AS PER NEW YORK STATE

LIABILITY - Village of Mamaroneck must be certificate holder
and additional insured

WORKMAN'S COMP. – can not be on the Acord Form, it must be on the
C105.2 form or come from NYS Insurance Fund

Certificates can be faxed to 914-777-7792

We must also have a copy of your Westchester County Trade License



Village of Mamaroneck Building Department

169 Mt. Pleasant Avenue
Mamaroneck, N.Y. 10543
914-777-7731 Fax 914-777-7792
www.village.mamaroneck.ny.us

Application # _____

Permit # _____

Building Permit Application

NOTE: Two sets of construction documents must be submitted with application.

1. Project address:

Zone	Section	Block	Lot			
Existing use Residential:	<input type="checkbox"/> Single Family	<input type="checkbox"/> 2 Family	<input type="checkbox"/> Other			
Intended Use:	<input type="checkbox"/> Single Family	<input type="checkbox"/> 2 Family	<input type="checkbox"/> Other			
Existing Use Commercial:	<input type="checkbox"/> Multi Family How Many?	<input type="checkbox"/> Retail	<input type="checkbox"/> Resturant	<input type="checkbox"/> Busines		
<input type="checkbox"/> Other (Please specify)						
Intended Use:	<input type="checkbox"/> Multi Family How Many?	<input type="checkbox"/> Retail	<input type="checkbox"/> Resturant	<input type="checkbox"/> Busines		
<input type="checkbox"/> Other (Please specify)						
Is This a Non Conforming Use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Please specify)				
Estimated cost:		Application Fee:		Permit Fee:		

2. Description of work:

3. Owners name and address :

Phone #:

4. Applicant name and address :

E-Mail Address :

Phone #:

5. Applicant Name (Please print):

Applicants Singiture:

6. Is this a new residential house? Yes No Addition Alteration

7. Is this a new commercial building? Yes No Addition Alteration

8. Municipal sewer ? Septic system?(If appicable, attached Health Dept. approval)

9. Is this structure with in the flood plain? If yes, please file a Flood Development Permit

10. Is this project with in the tidal wetland or buffer? If yes, please file a wetland activity permit.

11. Is this project with in the fresh water wetland or buffer? If yes, please file a wetland activity permit.

12. Is there a disturbance of land greater than 1,000 square feet ? If yes, please file a SWPPP permit per section 294.

13. Topography: Flat Hilly Rocky Steep Incline Other

14. Do you require any other board approvals? If yes please check which boards you require bellow.

BAR Zoning Planning HCZM Other

15. Architect/Engineer name and address:

Phone # :

16. Contractor name and address:

License # :
Experation date:

Phone #:

17. Electrician name and address:

License # :
Experation date:

Phone #:

18. Plumbers name and address:

License # :
Experation date:

Phone #:

19. State of New York
County of Westchester

_____ being duly sworn deposes and says
(Name of Applicant)

He/ She is the _____ of said property, and duly authorized
(Owner, Contractor, Agent or Corporate officer)

to perform or have performed the said work and to file this application: that all statements contained in this application are true to the best of my knowledge and belief, and that the work will be preformed in the manner set forth in the application in the plans and specification filed therewith and in full compliance with New York State Codes.

Sworn to before me this _____ day of _____, 20_____
(Signature of Notary)

Do not write bellow this line office use only

Received By: _____

- | | |
|--|---|
| <input type="checkbox"/> Residential Application Fee 60.00 | <input type="checkbox"/> Residential Permit Fee |
| <input type="checkbox"/> Commercial Application Fee \$100.00 | <input type="checkbox"/> Commercial Permit Fee |
| <input type="checkbox"/> License: | <input type="checkbox"/> CO or cc Fee |
| <input type="checkbox"/> Insurance: | |
| <input type="checkbox"/> 2 Sets of drawings: | |
| <input type="checkbox"/> EAS: | |
| <input type="checkbox"/> Flood Plain Development Application if required | |

Building Inspector approval: _____

Date approved: _____

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

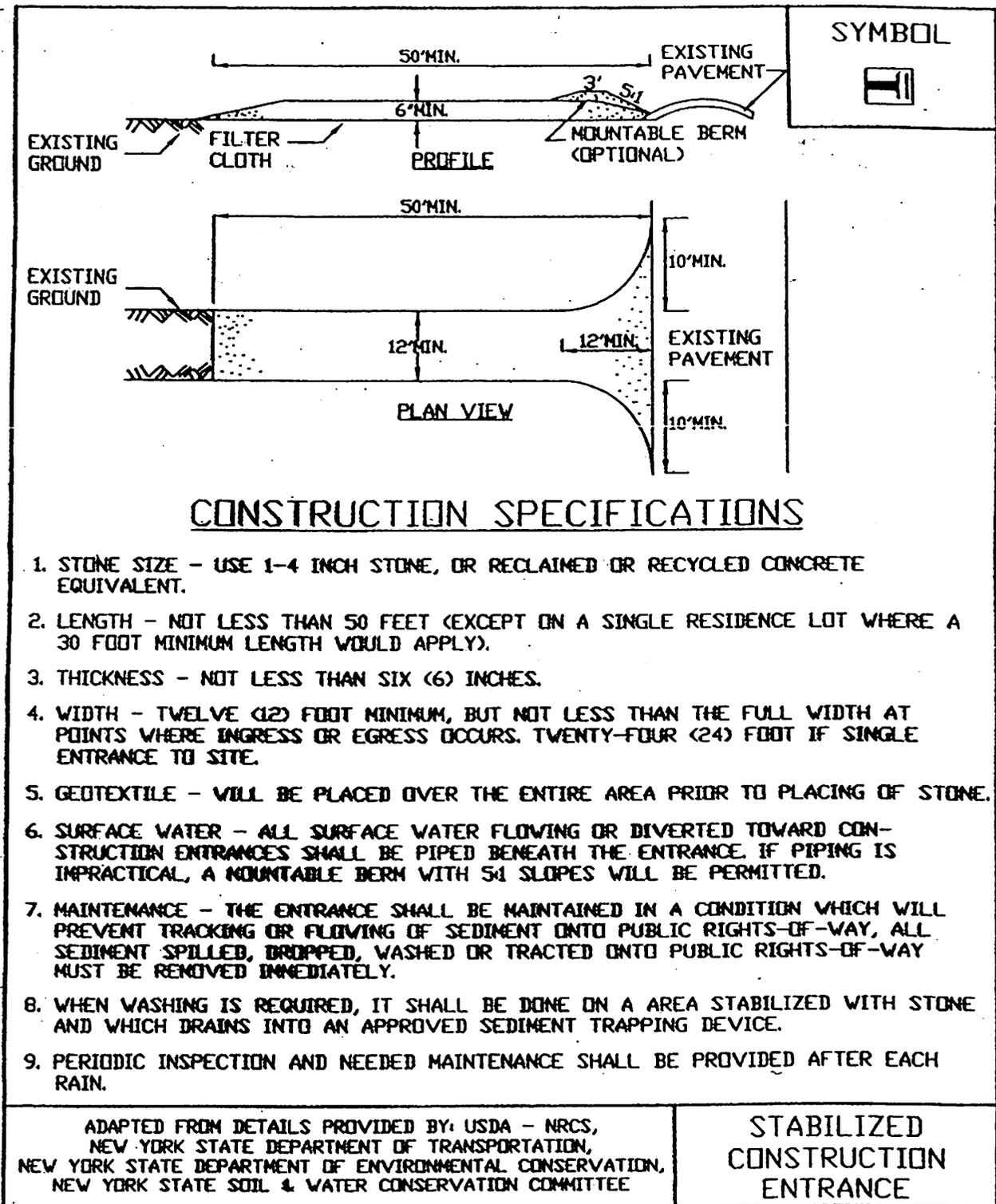
Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

RESET

Figure 5A.35
Stabilized Construction Entrance



Village of Mamaroneck
AFFIDAVIT OF FINAL COST

DATE: _____

BUILDING PERMIT # _____

SECTION: _____ **BLOCK:** _____ **LOT:** _____

PROPERTY ADDRESS: _____

OWNERS NAME AND ADDRESS: _____

STATE OF NEW YORK }
COUNTY OF WESTCHESTER }

I _____, residing at _____

Being duly sworn deposes and says: I am the () owner, () agent, () contractor, on record of the subject property, and responsible for the cost of the above building permit improvements and I hereby state that the total cost of improvements including all contractor and sub-contractor fees was \$_____.

Signature _____

Sworn to before me this _____ day of _____, 20_____

Notary _____

Upon final review, the Building Inspector and of his designee may require the proper documentation from the owner to furnish all contracts and invoices for the above improvements. This also allows the Village of Mamaroneck at any point in time to audit the above project.

Fees for the cost in excess of those stated on the Building Permit application will be paid upon submission of this form.

BELOW OFFICE USE ONLY

Estimated Cost \$ _____

Amount Owed \$ _____

Received BY _____