

TOWN OF CORTLANDT

DEPARTMENT OF TECHNICAL SERVICES

Code Enforcement Division

Town Hall, 1 Heady Street, Cortlandt Manor, NY 10567

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New Residential 1 and 2 family Building Permit Information

- Building permit application and non-refundable \$50 application fee (check or cash).
- Street opening, driveway permit, tree removal permit, steep slopes, as required
- Title report for property.
- Planning or Zoning Board of Appeals approvals, if required
- Architectural Review Committee and/or Open Space Committee, if required
- The applicant and their engineer/architect shall have a meeting with the staff engineer and code enforcement before the application may be accepted.
- Two (2) sets of Building plans. The drawings must be drawn to scale and be signed and sealed by a New York Licensed Design Professional (Architect or Engineer). The following must be included on your drawings:
 - Detailed floor plans
 - Residence square footage and proposed square footage of every room and square footage of each level or story.
 - Egress locations
 - Smoke Alarm and Carbon Monoxide Detector locations
 - Receptacles, Lighting, Switches that are required to show compliance with IRC Chapter 3 Building Planning.
 - Exhaust fans
 - Boiler and/or furnace location(s)
 - Footing, foundation and slab details
 - Footing/foundation drains
 - Reinforcing for footing, foundation and slabs
 - Concrete specifications
 - Height of backfill against foundation wall
 - Exterior Elevations
 - Average height calculated per Code
 - Floor to ceiling height
 - Number of stories above grade
 - Additional requirements
 - Stair & railing details including Rise and Run
 - Required fire rated assemblies
 - Size and spacing of framing members
 - Size and spacing of beams and posts
 - Type of all framing members
 - Type and size of floor, sheathing and siding material
 - Window and door schedule showing compliance with energy requirements
 - Detail(s) at locations of all insulated areas
 - Show compliance with the Energy Conservation Construction Code

- Furnaces and flues
- Submit specifications and installation information from manufacturer for all mechanical equipment
- Flues must be sized for all appliances connected. Show allowable BTU rating for flue and Maximum BTU's from all appliances
- Details for method(s) to provide compliant combustion air.
- For 2 Family Dwellings provide details showing compliance with IRC R302.3 & R302.4.
- Two (2) copies of Sprinkler Design Plans and calculations sealed by a New York Licensed Design Professional (Architect or Engineer)
- Two (2) copies of current Site Plan sealed by a New York Licensed Design Professional (Architect or Engineer), identifying all Existing Structures to remain and all structures to be demolished.
- Two (2) copies of the Tree Removal application and plan.

**** A review by the Engineering Division is also required. ****

- The following must be included on the Site Plan:
 - Identify scale used
 - Plans shall be signed and sealed by a New York Licensed Design Professional (Architect or Engineer).
 - Location map, residence, driveway, walkways, walls well or water service location, existing and proposed structures & features, SSDS area or sewer service location, existing and proposed drain line locations, and existing and proposed grades.
 - Property metes & bounds information. Required and proposed setback lines for the front, side and rear yards. The topographic information shall be field verified by a New York State licensed and registered Land Surveyor and noted on the site plan showing his/her name, license number and date of verification.
 - A note shall be placed on the site plan indicating that all of the information on the proposed house plans is consistent with the site plan.
 - Adjacent houses and structures (this information is available on Town GIS System which can be found on the Town's website).
 - Utility information within the road (i.e. water, sewer, drainage, electric, gas, etc.).
 - Driveway showing dimensions on plan, spot grades to insure positive drainage, profile (showing existing and proposed grades), and typical cross section. Plans shall also indicate available site distance from 10 ft. from edge of pavement. Sight distance shall be 200 ft. minimum or greater, as required by the Engineering Division. In addition, a driveway permit will be required.
 - Curb cuts: 18" wide, maximum, for a typical 12' wide driveway. Common driveways will be evaluated on a case-by-case basis. In addition, only one driveway entering a single town road shall be permitted. However, special site conditions, which may warrant a second entrance, will be evaluated on a case-by-case basis.
 - Limits of disturbance shall be noted and delineated.
 - For projects involving steep slope disturbances, the site plan must include the information required by Local Law 3 of 2003, "Steep Slope Ordinance". In addition, a cross section through the house and area of disturbance must be included.

- Maximum driveway slope shall not exceed 14% unless it is clearly demonstrate that 14% will not work
- For projects involving wetlands and wetland buffer areas/disturbances, the site plan must include the information required by Local Law 4 of 2004 – “Chapter 179 Freshwater Wetlands”. The wetlands shall be delineated by a Town approved consultant retained by the Town but funded by the applicant.
- Erosion control notes and details.
- General notes should include tax lot designation, area of lot, a note indicting that the contractor will obtain all necessary permits if blasting is required, a note indicating that the contractor is to contact the underground lines location services, (Code 753) prior to commencing construction.
- Construction notes to be included on the site plan:
 - All trees to be removed shall be tagged by the applicant and inspected by the Town of Cortlandt prior to cutting and a building permit being issued.
 - All proposed or disturbed slopes 2:1 or greater shall be stabilized by an erosion control blanket. (Engineer or Architect shall specify manufacturer and type of blanket on the plan).
- General notes to be shown on the site plan relating to curb cuts:
 - When necessary, permittee is to establish a work zone, supply and maintain appropriate signs, cones, lights & flag people in accordance with Section 104 of the Highway Law.
 - Road closures are not allowed.
 - Stone curbs are the owner’s responsibility to maintain.
 - Overnight excavations will not be permitted.
 - Signs, masonry, concrete, stone walls, fences, bushes, planting and/or trees are not allowed within right-of-way. Masonry/steel mailbox structures will not be permitted. Wooden mailbox posts are recommended. A standard U.S. mailbox shall be utilized.
 - Signed and sealed calculations in accordance with the Town of Cortlandt Code Section 307-04, “Height (Of Building)” shall be provided.
 - Before a C.O. is issued the Town will require certification from the design engineer that the proposed work will not adversely affect surface and subsurface drainage on adjacent properties.
 - The applicant is required to contact the Town of Cortlandt Highway Department regarding Utility permits and Modular Home transport. NOTE: The proposed route of the modular home must be provided to and approved by the Town of Cortlandt before a building permit is issued.
 - Additional information, notes, etc. as determined by the Director of Technical Services may be required in accordance with the Town of Cortlandt Code Section 307-69, “ Procedures for minor proposals and proposals for single and two-family dwellings”. Deviation from the requirements herein shall be at the discretion of the Town of Cortlandt.
 - Applications involving lots greater than 1 acre may also be reviewed by the Open Space Committee.
 - All applications may be reviewed by the Town’s Architectural Review Committee.

- Minimum Information required for Certificates of Occupancy for One and Two Family Dwelling.
 - Signed and sealed” As-Built” survey (**both a hardcopy and digital files must be supplied to the Town**) showing house (with distances to adjacent property lines), sidewalks, retaining walls (top & bottom elevation), driveways, water and sewer service lines, drainage (rims and inverts), roof and footing drains, utilities, etc.
 - Finished driveway grades with spot elevations to show positive drainage (profiles required over 5%).
 - Contours may be required in steep slope areas or where grades approach 2 horizontal to 1 vertical.
 - CAD drawings shall be in accordance with Town specifications. (Please see attached for information).
 - Additional information may be required by the Town of Cortlandt and will be evaluated on a case-by-case basis.

It is noted the information above is not necessarily a complete list of items or information required to demonstrate compliance. It is the Licensed Design Professionals responsibility to indicate with sufficient clarity and detail the nature and extent of the work proposed and substantiate that the proposed work will comply with the Town Code, Uniform Code, and Energy Code.

NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE.