

APPLICATION FOR GENERATOR PERMIT

Application Checklist

Permit Applications

- **Building Permit Application**
 - **Note if LP Gas (Propane) or Natural Gas.**
 - **Plumber Information**
- **Electrical Permit Application**

Worker's Compensation Certificates

Disability Insurance Certificates

Copy of Westchester County Licenses

- **Installation of new or upgrade of Propane Tanks requires Propane Company information and copy of County Home Improvement License.**
- **Electrician**
- **Plumber**

Survey and Site Plan showing location of Generator and Tanks

Installation Manual for Generator

Application and Permit Fees

Note: Additional information may be required. See attached.

Incomplete applications will be returned without review.

A standard one (1) week review is typical for all applications. Additional time is required based on the extent and scope of work proposed.

***** DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY *****

Y N

Wetland Permit

Environmental Inspection

Health Department Approval

Y N

Steep Slope Permit

Tree Removal Permit

TOWN OF CORTLANDT
DEPARTMENT OF TECHNICAL SERVICES
CODE ENFORCEMENT DIVISION
Town Hall, 1 Heady Street
Cortlandt Manor, NY 10567

914-734-1010 FAX 914-293-0991

<http://www.townofcortlandt.com> e-mail: code@townofcortlandt.com

Permit No. _____
 Date: _____
 SCA: _____

TOWN OF CORTLANDT
 DEPARTMENT OF TECHNICAL SERVICES
 Code Enforcement Division
 Town Hall, 1 Heady Street, Cortlandt Manor, NY 10567
 914-734-1010 FAX 914-788-0294

CO No. _____
 CC No. _____
 Date: _____

<http://www.townofcortlandt.com> e-mail: code@townofcortlandt.com

BUILDING PERMIT APPLICATION

Application is hereby made to the Code Enforcement Division for the issuance of Permits pursuant to the Code of the Town of Cortlandt. The applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant attests that the proposed work outlined in this application conforms to all provisions of the Code of the Town of Cortlandt and laws of New York State. It is further agreed that the premises will not be occupied until a Certificate of Occupancy has been issued and all fees are paid in full.

Permit type: ___ Residential (new) ___ Residential (addition/alteration) ___ Accessory Structure
 ___ Commercial/Business ___ Assembly (includes restaurants) ___ Industrial
 ___ Demolition ___ Pools and Decks ___ Sign
 ___ Topographic Alteration ___ Wetlands ___ Other _____

Site Data:

Section _____ Block _____ Lot _____ Zone: _____ Area of lot(s): _____

Street Address: _____

Project Description: _____

Sewer: _____ Septic: _____ WCDH File #: _____ No. of approved Bedrooms: _____

Subdivision Name: _____ Filed Map No. _____ Dated Filed _____

Total Square Footage of Project: _____

Floor Area (Provide Square Footage): Existing _____ Proposed _____

Construction Classification: Type: 1A/B [] 2A/B [] 3A/B [] 4 [] 5A/B []

Occupancy/Use: Detached 1 Family [], Detached 2 Family [], Townhouses [], R-1 [], R-2 [], R-3 [], R-4 []

A-1 [], A-2 [], A-3 [], A-4 [], A-5 [], B [], E [], F-1 [], F-2 [], H-1 [], H-2 [], H-3 [], H-4 [], H-5 [],

I-1 [], I-2 [], I-3 [], I-4 [], M-1 [], S-1 [], S-2 [], U []

Applicant:

Name: _____

Address: _____

Phone: _____ Mobile: _____

E-Mail: _____

Owner:

Name: _____

Address: _____

Phone: _____ Mobile: _____

E-mail: _____

Lessee:

Name: _____

Address: _____

Phone: _____ Mobile: _____

E-mail: _____

Architect/Engineer:

Name: _____

E-mail: _____

Address: _____

Phone: _____ Mobile: _____

Builder/Contractor/Developer:

Name: _____ Westchester County License #: _____

Address: _____ Phone: _____ Mobile: _____

Electrician:

Name: _____

Address: _____

Phone: _____ Mobile: _____

Westchester County License #: _____

Plumber:

Name: _____

Address: _____

Phone: _____ Mobile: _____

Westchester County License #: _____

Cost of Construction:

Cost of Construction \$ _____ (Cost for the work described in the Application for Building Permit, include the cost of all of the construction and other work done in connection therewith, exclusive of the cost of the land).

All residential work shall have smoke detectors that comply with R317 of the Residential Code (in each sleeping room, outside of each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story of the dwelling). Signature: _____

Authorization:

State of New York, County of Westchester, _____ being duly sworn deposes and says they are the owner or authorized representative by **attached completed proxy statement** and are duly authorized to perform or have performed said work and to make and file this application: that all statements are true to the best of their knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me _____ Owner or Authorized Representative Signature: _____

this _____ day of _____ Print Name: _____

Notary Public: _____

Confirmation All Taxes Paid: _____ Date: _____

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Fee:	Building Permit	\$ _____	Driveway Permit	\$ _____
	Environ. Insp.	\$ _____	Steep Slope Permit	\$ _____
	Plumbing Permit	\$ _____	Wetland Permit	\$ _____
	C of O fee	\$ _____	Tree Removal Permit	\$ _____
			Total	\$ _____

Wetlands/Steep Slope: Out _____ Return _____

Engineering: Out _____ Return _____

Planning Board: ___ No ___ Yes _____ Date

Open Building Permit ___ No ___ Yes # _____

ARB: ___ No ___ Yes _____ Date

Open Space Committee: ___ No ___ Yes _____ Date

Fill out all spaces on the permit application. All information is essential and no application for permit will be reviewed until all the required items are provided.

No building permit application will be accepted or issued after 3:30 PM

INFORMATION TO BE SUPPLIED WITH EVERY BUILDING PERMIT APPLICATION

1. Building Permit Application with a \$50 non-refundable application fee (check or cash).
2. Two copies of construction documents of the proposed work signed and sealed by a Registered Architect or Licensed Engineer. The documents should show how the structure is to be built and location of project.
3. Copy of survey of the property by a licensed land surveyor (TO SCALE).
4. Location plan or plot plan showing relationship of proposed activity or construction to the property lines and existing structures. *The basis for this can be taken from the survey, but the survey itself cannot be altered (NYS Education Law).*
5. Copy of the Worker's Compensation Form BP-1 and homeowner's insurance declarations page if the owner is acting as the contractor or copy of Contractor's Westchester County License, Worker's Comp. policy and Disability policy on New York State approved forms (C105.2, DB 120.1 or other).
6. Confirmation that the taxes have been paid on property (Receiver of Taxes signature on application form.)
7. If plumbing and/or electrical systems are involved, the name, address and Westchester County license number of plumber or electrician.
8. If an addition or alteration adds to the bedroom count, re-locates bedrooms, or is a major expansion of gross floor area greater than 1,000 square feet or 100% of the exiting dwelling, the Westchester County Department of Health must sign off on the floor plans before a Building Permit can be issued.
9. If the applicant for any permit is not the owner of the property where the work will be performed, a completed Proxy Statement must be submitted for any type of work. No Exceptions.
10. Estimated Cost of Construction, including materials and labor.
11. Climatic and Geographic Design Criteria – required to be on all construction documents submitted for building permit.

Table R301.2 (1)

Ground Snow Load – 30

Wind (Speed mph) – 90

Seismic Design Category – C

Subject to Damage From Weathering – Severe

Frost line depth – 42”

Termite – Moderate to Heavy

Weathering – Severe

Winter Design Temp – 7

Climate Zone 4

Ice Shield Underlayment required – Yes

Flood Hazards – State if applicable (refer to maps in Engineering Dept. to determine)

Most Building Permit Applications require a pre-site inspection prior to the issuance of a building permit. This inspection could be scheduled at the time of filing the Building Permit Application.

Every Building Permit Application for enlargement of the footprint of the structure, in-ground pool, or the construction of a new structure requires a Wetlands, Steep Slope, Tree Removal inspection before the issuance of a Building Permit. Inspections are generated by this office.

Additional information to be submitted for a new residence.

1. Separate Sewage Disposal System Permit from the Westchester County Department of Health, unless connected to a public sewer, then sewer permit is required from Water Department.
2. Two copies of Sites Development Plan in accordance with DOTS “Minimum Information for Site Plan for One & Two Family Dwelling” and approved by the Director of DOTS or his representative.
3. Driveway permit application. Applications available in this office, approval by Director of DOTS or his representative.
4. Tree Removal application.
5. New residential 1 and 2 family Building Permit checklist signed by Design Professional.
6. Title report for property.
7. Required street openings.

Note:

Construction beyond the foundation may not continue until an “As-Built” foundation survey, which includes the top of foundation elevation is submitted and approved.

Rough grading for the driveway must be completed and spot elevations for same shown on said “As-Built” and approved by the Department of Technical Services before work can continue.

*******The installation of Factory Manufactured Homes must be certified by an Architect or Engineer to ensure that there is no damage to the structural integrity during transit or during installation and the home has been installed correctly.***

Information required to obtain Certificate of Occupancy:

1. A Final Inspection that is approved by a Code Enforcement Official.
2. An approved final Electrical Inspection Certificate, if applicable.
3. Plumber’s certification, if applicable and Water Meter Installed.
4. Health Department “Certificate of Construction Compliance”, if applicable.
5. “As-Built” plans must be submitted for any changes during construction from original documents. Plans must be signed and sealed by a design professional.
6. Design professional certification.
7. “As-Built” final survey by a licensed land surveyor, if required.

Additional information required for a new residence

1. “As-Built” final survey by a licensed land surveyor showing pertinent features and elevations and as required by approvals.

Please Note: Building permits are valid for one (1) year and may be extended for up to two (2) years if approved.

NO APPLICATIONS WILL BE ACCEPTED BY MAIL.

TOWN OF CORTLANDT

DEPARTMENT OF TECHNICAL SERVICES

Code Enforcement Division

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PROXY STATEMENT

_____ is the owner of the property located at

_____ and has authorized _____

to make the attached application for _____ and to represent

them at all Board meetings.

Signature of Owner

NOTARY:

Sworn to before me

this _____ day of _____

Notary Public: _____

Permit No. _____
Date: _____
SCA: _____

TOWN OF CORTLANDT

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ELECTRICAL PERMIT APPLICATION

Application is hereby made to the code Enforcement Division for the issuance of Permits pursuant to the Code of the Town of Cortlandt. The applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant attests that the proposed work outlined in this application conforms to all provisions of the Code of the Town of Cortlandt and laws of New York State. It is further agreed that the premises will not be occupied until a Certificate of Occupancy has been issued and all fees are paid in full.

Site Data:

Section _____ Block _____ Lot _____ Building Permit _____

Application for a permit is hereby made to cover electrical installations as stated below. Work on same will be commenced on or about _____, 20____.

Street Address: _____

Existing Use & Occupancy _____ Proposed Use & Occupancy _____

Owner:

Name: _____

Address: _____

Phone: _____ Mobile: _____

Lessee:

Name: _____

Address: _____

Phone: _____ Mobile: _____

Electrician:

Name: _____ Westchester County License #: _____

Address: _____ Phone: _____ Mobile: _____

Equipment:

Switch Outlets _____ Receptacle Outlets _____ Fixture Outlets _____ Outlet for pendants _____

Arc lamps _____ Inc. lamps _____ Fans _____ Motors _____ Total HP _____

Used for _____ Other Equipment _____

It is hereby agreed that all work shall be done to conform to the rules, regulations and ordinances of the Town of Cortlandt, State of New York, and in compliance with the requirements of the National Electrical Code governing such installations.

Check one: NY Electrical Inspection Service (NYEIS) Statewide Inspection Services (SWIS)

Notarization:

State of New York, County of Westchester: _____ being duly sworn deposes and says that he is the person who signed this instrument and duly acknowledged that he executed the same for the purposes therein contained.

Sworn to before me this _____

Signature: _____

day of _____, 20____

Print Name: _____

Notary Public: _____