

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>

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

Information for a Retroactive Building Permit (Legalize existing construction)

1. Initial meeting with the Property Owner and their Design Professional to discuss required submittals and documentation. Meeting may be waived by the Director of Code Enforcement.
2. Two copies of construction documents of proposed work. The documents shall show all existing conditions and location of project. All noncompliant items shall be identified and plans, details, and specifications shall show how compliance will be achieved.
The construction documents are required to be signed and sealed by a NYS Design Professional (Registered Architect or Licensed Professional Engineer). The Design Professional shall verify all existing construction to remain that was performed without permits is in conformance with the applicable parts of the Uniform Code. A certification statement is required on the construction documents. It is noted code violations in an existing structure with which a design Professional is, or might be associated in a professional capacity, could have a responsibility [Regents Rule Section 29.3(a)(1)] to bring this situation to the attention of the appropriate parties.
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. Zoning Bulk Table and Maximum Floor Area calculations.
6. If plumbing and/or electrical systems are involved, the name, address, license number of plumber and/or electrician, and copy of their Westchester County License.
7. If an addition or alteration may add to the bedroom count in the house, the Westchester County Department of Health must review and sign off on the plans before a Building Permit can be issued.
8. Permit Application must be filled out in full, including Cost of Construction or Valuation, and be submitted with all required documents. See application checklist.
9. Pre-permit inspection: Inspection is required of the entire premises prior to issuing permits.

Information required to obtain a Certificate of Occupancy:

1. Inspections as required. *(Existing Footings for decks, porches, etc. have to be exposed for the Code Enforcement Official to inspect.)*
2. Final Electrical Inspection Certificate, when applicable.
3. Plumber's certification, when applicable and Water Meter Installed.
4. If the bedroom count in the residence has been changed either a "sign off" or certificate of construction compliance from the Westchester County Health Department is required.

NO APPLICATIONS WILL BE ACCEPTED BY MAIL.