



TOWN of GREENBURGH

DEPARTMENT OF BUILDINGS

177 Hillside Avenue, White Plains, New York 10607

(914) 989 - 1560

Fax (914) 993 – 1570

www.GreenburghNY.com

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BUILDING PERMIT APPLICATION INSTRUCTIONS & SUBMISSION REQUIREMENTS

BUILDING PERMITS ARE ACCEPTED FROM 10:00 AM TO 3:00 PM MONDAY-FRIDAY

Incomplete Application will be returned

REQUIRED FORMS/DOCUMENTATION

- One original and two copies of application for building permit. (inked signatures only – no digital signatures or photocopies)
- One original affidavit of ownership signed and notarized (inked signatures only – no digital signatures or photocopies)
- Contractor /Insurance Information
 - Contractor information filled out on application and signed by contractor
 - Copy of **Westchester Home Improvement License** for residential additions/alterations only
 - **Certificate of Liability Insurance** naming the “Town of Greenburgh” as additional insured
 - **New York State Workers Compensation and Disability Insurance** Forms naming “Town of Greenburgh” as “Certificate Holder” or “Entity Requesting Certificate”.
 - ACORD Forms are **NOT** acceptable for Workers Compensation and Disability
 - To obtain more information please visit the New York State Workers Compensation Board’s Website at www.WCB.NY.GOV
 - WC & DB CE-200 *Certificate of Attestation of Exemption from NYS Worker’s Compensation and/or Disability Benefits Coverage*; or WC form C-105.2 *Certificate of Workers Compensation Insurance*; or WC form SI-12 – *Certificate of Workers Compensation Self-Insurance*
 - WC Form U-26.3 *Certificate of NY Worker’s Compensation Insurance from the New York State Insurance Fund*; or WC Form GSI-105.2 *Certificate of Participation in New York State Workers’ Compensation Group Self-Insurance*
 - DB form DB-120.1 *Certificate of Disability Benefits*; or DB form DB-155 *Certificate of Disability Benefits Self-Insurance*
 - **Homeowner acting as general contractor**
 - Submit **declaration page of homeowner’s insurance policy** with rider detailing proof of coverage for proposed project
 - Visit the New York State Workers Compensation Board’s Website at www.WCB.NY.GOV

SUBMISSION OF FALSIFIED/ALTERED INSURANCE FORMS IS A VIOLATION OF NEW YORK STATE PENAL LAW 175.30 AND WILL BE SUBJECT TO PROSECUTION

- Construction Cost** (on back page of application) must be signed and sealed by the NYS Architect/Engineer if estimated cost is \$20,000 or more **OR** for any **Legalization** work. Legalization work is to be estimated by the design professional using current cost analysis.
- Fully executed construction contract** listing the construction cost. The construction cost includes all labor, materials, scaffolding, fixed equipment, professional fees and materials and labor which may be donated gratis.
- One original and two copies of the **ZONING COMPLIANCE FORM** completed by NYS licensed architect or engineer *for any new structure, addition, pool, deck, etc.* (Not required for interior alterations, generators, or sheds)
- If applicant has a homeowner’s association, a letter from the homeowner’s association must be provided stating they have reviewed and approved the proposed plans

- Truss construction (if applicable) must be identified on page two of the building permit application
- If private disposal (septic tank/field) and/or well water exist, approval by the Westchester County Health Department (914-813-5256) must be submitted with the application.
- Steep Slopes/Wetlands Clearance Forms (only for exterior work)**
Any proposed addition, exterior alteration requiring excavation or new structure require submission of a Steep Slopes Clearance Form to the Town Engineer and Wetland/ Watercourse Clearance form to the Department of Community Development. **These forms must be APPROVED by the respective Departments prior to submission of this building permit application.** (Roof-mounted solar panels, generators do not require slope or wetlands clearances, and sheds under 150 sq. ft. with poured concrete bases require wetlands clearance forms)
- Town Engineer Stormwater Management Control Permit (as required by Town Engineer)**
Applications that include disturbance of 500 square feet or greater require may require a Stormwater Management Control Permit from the Town Engineer.
- Res Check or Com Check (if required)
- Architect/Engineer Affidavit for Final Inspection is required to be submitted at the completion of all projects by the New York State licensed architect or engineer of record.

REQUIRED PLANS

- Three (3) complete sets of plans** to scale, each set **with original signature and seals of a New York State licensed architect/engineer**, showing proposed construction and a listing of the allowable unit stresses and other pertinent design criteria used in determining the sizes of structural members for the proposal. Minimum plan size is 18” x 24”. Plans must be folded with title block showing.

Three (3) copies of a certified survey / site plan (exterior alterations only) showing

- Position of structure with full dimensions.
- Position of parking unit(s)
- Front, side and rear yard setbacks from all structures on site.
- Proposed elevation of base, garage, or cellar floor, whichever is lowest.
- Elevation of existing grade at property corners.
- Elevation of existing grade at building corners.
- Type of erosion control and location of erosion control

FEES REQUIRED UPON SUBMSSION OF APPLICATION

(application fees are non-refundable; permit fees are non-refundable upon permits are issued)

New work

- Application Fee.....\$ 100.00 +
- Building Permit Fee\$ 18.00/per \$1,000 of Construction Cost (ROUND UP)
*(for example a construction cost of \$2,500 building permit fee would be $18 * 3 = \$54 + \100 application fee)*

Legalization of work previously performed without permits

- Application Fee..... \$ 200.00+
- Building Permit Fee.....\$ 36.00/per \$1,000 of Construction Cost (ROUND UP)

OTHER IMPORTANT INFORMATION

-Do not plant landscaping in the Town’s right-of-way

-Dig Safely New York – 1-800-962-7962 or www.digsafelynewyork.com before you



dig

-Please contact the Department of Public Works/Engineering at 914-989-1580 to inquire if the following permits are required; Right-Of-Way, Street Opening, or Fill. (Please note that if your project requires a permit from DPW it must be procured prior to issuance of the Building Permit)

-Contact the Forestry Officer at 914-989-1538 for a tree removal permit

**SPECIFIC INSTRUCTIONS FOR
SHEDS, KITCHENS, BATHROOMS, GENERATORS, PATIOS, AND POOLS/HOT TUBS**

SHEDS

- Sheds up to 100 square feet must be located a minimum of 3 feet from the rear and side property lines. Sheds between 101 and 150 square feet must be located a minimum of 5 feet from the rear and side property lines.
- Sheds are restricted to the rear yard only.
- Maximum height of a shed is 10 ft.

Required submissions for sheds:

- Completed building permit application (one original, two copies), affidavit of ownership, \$100 application fee plus \$18.00 per \$1,000 of the cost of the shed
- Three (3) copies of a survey showing the location of the shed (to scale) with distance to rear and side property lines.
- Prefabricated Sheds - Three (3) copies of schematics of shed (obtained from manufacturer or retailer) showing dimensions and material details.
- Hand-built sheds - Three (3) copies of a hand rendering of shed (to scale) detailing materials to be used as all dimensions
- Approved wetlands clearance form (if proposed with concrete base)

RESIDENTIAL EXISTING KITCHEN AND/OR BATHROOM* REMODELING *added 10/2/2018

If walls are proposed to be removed or installed, please follow all instructions listed on page 1 and 2 of the instructions - all other remodels (that do not include removal or construction of walls) please see below

Required submissions for kitchen and/or bathroom* remodels:

- Building permit application (one original + two copies), all contractor information (insurances and license), affidavit of ownership, \$100 Application Fee + \$18.00/\$1,000 of construction cost
- Three (3) copies of floor plan to scale, showing the location of all appliances, fixtures, cabinetry, counter tops, etc. (if bearing or non-bearing walls are to removed and/or added drawings prepared by a NYS design professional are required) Indicate floor level of kitchen and/or bathroom(s) on plans.

EMERGENCY AUTOMATIC STAND-BY GENERATORS -

- Generators must be a minimum of 3 feet from any combustible wall; 18” from 1 Hour rated walls
- Generators must be a minimum of 5 feet from any operable window or door opening
- Generators must be located within the minimum required side/rear yard setback for accessory structures
- Generator noise levels may not exceed 65 dba at any property line

Required submissions for generators

- Permit Application (one original, two copies), all contractor information (insurances and license), affidavit of ownership \$100 application fee plus \$18.00/\$1,000 of the cost of the generator
- Completed electrical, plumbing, compressed gas permit applications may be submitted with the generator application, or the trades can file after the permit has been obtained
- Three (3) copies of site plan or survey showing the location of the proposed generator, the dimensions of the proposed generator, setbacks from the rear and side property lines, dimension to the nearest combustible wall (if any), dimension to the nearest operable window and the building setback from each of the side property line. Also show the location of the proposed propane tank. If natural gas is proposed, show location of proposed gas line
- Cut sheets/technical data for the proposed generator including sound data

ON-GRADE PATIOS (NOT WOOD or COMPOSITE DECKING)

- Approved slope and wetlands clearance forms (see page 2 of instructions)
- Completed building permit application (one original, two copies), affidavit of ownership, \$100 application fee plus \$18.00 per \$1,000 of the cost of proposed patio (see pages 1-2 of instructions for details)
- Site plan or survey showing location of proposed patio including patio dimensions with distances to rear and side property lines
- Zoning Compliance form detailing size of lot and impervious surface coverage

SWIMMING POOL / HOT TUBS-Additional required submission documents

- Approved slope and wetlands clearance forms (see page 2 of instructions)
- Completed building permit application (one original, two copies), affidavit of ownership, \$100 application fee plus \$18.00 per \$1,000 of the cost of proposed pool, zoning compliance form (see pages 1-2 of instructions for details)
- Specifications of pool and/or hot tub, including all equipment, any covers and alarms
- Site plan showing location of pool and/or hot tub and any equipment with distances to property lines
- If decking is proposed around pool and/or hot tub, a New York State licensed architect or engineer is required to prepare drawings (if a hot tub to be located on an existing deck, a licensed NYS architect or engineer must provide certification of structural integrity of deck to support hot tub)
- Provide details of New York State pool barrier compliance



TOWN OF GREENBURGH

APPLICATION FOR BUILDING PERMIT

Fees App Fee: _____ Permit Fee: _____ Total Fee: _____ Payment Form: CK CR MO	~OFFICE USE ONLY~ Permit Number: _____ Application and plans are approved for permit issuance: _____ Town of Greenburgh Building Inspector	Submission Date _____
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SUBJECT PROPERTY INFORMATION

Street Address _____ City _____ Zip _____

Apartment #: _____ Floor # _____ Suite # _____ Parcel ID: _____

Zoning District _____ Year of Original Construction: _____

OWNER/LESSEE INFORMATION

Owner _____ Phone # _____

Address _____ City _____ State _____ Zip _____

E-Mail: _____

Lessee _____ Phone # _____

Address _____ City _____ State _____ Zip _____

E-Mail: _____

CONTRACTOR INFORMATION

Builder's or Contractor's Name: _____

Address: _____ City _____ State _____ Zip _____

Telephone: _____ E-mail _____

I hereby agree to perform all work in accordance with the plans submitted in support of this application and further agree to submit revised plans/permit for any changes to the approved plans.

Printed Name: _____

Signature : _____ Date: _____

DESIGN PROFESSIONAL INFORMATION

Registered Architect: _____ Professional Engineer: _____

Address : _____ Address : _____

City/State/Zip: _____ City/State/Zip _____

Telephone Number: _____ Telephone Number : _____

N.Y.S. License Number : _____ N.Y.S. License Number : _____

E-Mail: _____ E-Mail: _____

****If an Architect or Engineer prepared plans for this proposed project, an Affidavit for Final Inspection is required at the completion of project****

STEEP SLOPES CLEARANCE #: _____ WETLANDS CLEARANCE # _____ STORM WATER #: _____

PLANNING BOARD CASE #: _____ ZBA CASE #: _____ TOWN BOARD # _____

SEWAGE DISPOSAL: Public Private **FIRE SPRINKLER SYSTEM** Yes No

EROSION CONTROL: Hay Bales Silt Fence Other _____

CONSTRUCTION CLASSIFICATION **Type 1** (Non-Combustible) (Ref. Table 601) 1a 1b **Type 2** (Non-Combustible) 2a 2b **Type 3** (Ext. Walls Non-Cmbst.) 3a 3b **Type 4** (Heavy Timber) 4 **Type 5** (Wood Frame) 5a 5b

Construction will utilize:
 Truss Type Construction (TT) Pre-Engineering Wood Construction (PW) Timber Construction (TC)

In the following areas:
 Floor Framing (F) Roof Framing (R) Floor Framing and Roof Framing (FR)

USE AND OCCUPANCY CLASSIFICATION: _____ (Refer to Chapter 3 of IBC)

Hazardous Materials Stored on Site: No Yes if yes, attach list of materials and amounts to be stored

RESIDENTIAL:

NEW BUILDING ADDITION ALTERATION OTHER: _____

ONE-FAMILY TWO-FAMILY **Existing** MULTI-FAMILY # of Units _____ **Proposed**

Number of Bedrooms: _____

Number of Full Bathrooms: _____

Number of Powder Rooms: _____

Attic Finished Unfinished Finished Unfinished

Basement Finished Unfinished Finished Unfinished

NON-RESIDENTIAL:

NEW BUILDING ADDITION ALTERATION OTHER: _____

OFFICE RETAIL MERCANTILE STORAGE OTHER _____

DESCRIPTION OF WORK TO BE PERFORMED:

CONSTRUCTION COST: \$ _____

AFFIDAVIT OF CONSTRUCTION COST

This affidavit must be complete by the Design Professional if the estimates cost is \$20,000 or more OR for Legalizations

I _____ do hereby affirm and certify as follows: (i) I am an architect/engineer (circle one) licensed by the State of New York; (ii) I have reviewed the plans, drawings and specifications for this application and am fully familiar with the proposed construction; (iii) based on my training and experience, I estimate the total cost of construction including all labor, all materials, all professional fees and all associated costs to be approximately \$ _____, and (iv) pursuant to Penal Law § 210.45, I acknowledge that a false written state made knowingly is a class A misdemeanor.

Signature: _____

Date: _____

Sign and Affix Seal





**TOWN OF GREENBURGH
Building Department**

*****REQUIRED FOR ALL BUILDING PERMIT APPLICATIONS*****

AFFIDAVIT OF OWNERSHIP

State of New York)
) ss.
County of Westchester)

_____ being duly sworn, deposes and says that (s)he resides
at _____ in the Town/Village/City of _____
in the County of _____ in the State of _____ ;
that (s)he is the owner in fee of all that piece or parcel of land situated and lying in the
Town of Greenburgh with a street address of _____
and known and designated on Town Tax Maps as parcel id _____ and that (s)he
makes **or** is authorizing _____ to make application for
building permit in his/her/its behalf and that the statement of facts contained in said application are true
and that the work will be performed in the manner set forth in the application and in the plans and
specifications filed herewith and in accordance with all applicable laws, ordinances and regulations. I
further understand that the filing of this application is not a permit to commence construction.

Signature of Owner

Sworn to me before this _____
Day of _____ 20____

Notary Public

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ZONING COMPLIANCE FORM

This form must be completed, signed and sealed by the design professional

Date: _____ Property Address: _____

Preparer's Name: _____ Zoning District: _____



COVERAGE REQUIREMENTS			
	PERMITTED	EXISTING	PROPOSED
LOT AREA (IN SQ FT)			
BUILDABLE LOT AREA - (IN SQ FT)			
PRINCIPAL BUILDING COVERAGE (IN PERCENT)			
IMPERVIOUS SURFACE COVERAGE see definition on reverse (IN PERCENT)			
TOTAL GROSS FLOOR AREA (FAR) see definition on reverse (IN SQ FT)			
YARD SETBACK - PRINCIPAL STRUCTURE			
	PERMITTED	EXISTING	PROPOSED
FRONT (IN FEET)			
ONE SIDE (IN FEET)			
TOTAL OF TWO SIDES (IN FEET)			
REAR (IN FEET)			
YARD SETBACK - ACCESSORY STRUCTURE			
	PERMITTED	EXISTING	PROPOSED
TO PRINCIPAL BUILDING (IN FEET)			
SIDE (IN FEET)			
REAR (IN FEET)			
PARKING/DRIVEWAY SETBACKS			
	PERMITTED	EXISTING	PROPOSED
TO PRINCIPAL BUILDING (IN FEET)			
FRONT (IN FEET)			
ONE SIDE (IN FEET)			
TOTAL OF TWO SIDES (IN FEET)			
REAR (IN FEET)			
HEIGHT, PARKING SPACES, LOADING AREA			
	PERMITTED	EXISTING	PROPOSED
TOTAL PARKING SPACES			
LOADING AREA			
BUILDING HEIGHT (IN FEET) see reverse			
NUMBER OF STORIES			
TOTAL HEIGHT (IN FEET)			

IMPERVIOUS SURFACES, GROSS COVERAGE -- The sum of the horizontal area of coverage or footprint of all buildings, structures, paved areas, patios and other improved surfaces on a lot preventing natural runoff to percolate into the soil, measured in square feet. Areas paved with gravel, crushed stone and other materials used to support vehicles shall be considered impervious surfaces for the purposes of this chapter. Swimming pools and tennis courts that are unenclosed shall not be considered impervious surfaces for the purposes of this chapter. [Added 7-8-1987 by L.L. No. 3-1987]

FLOOR AREA, GROSS (MULTIFAMILY AND NONRESIDENTIAL) -- The sum of the horizontal area of all stories of a building, measured from the exterior faces of exterior walls, or, in the case of a common wall separating two buildings, from the center line of such common walls, but excluding unenclosed porches, porticoes, balconies, raised platforms, roof overhangs, gutters and chimneys, and nonhabitable space in a basement devoted to mechanical equipment, accessory storage, parking and/or loading. [Amended 6-11-2003 by L.L. No. 5-2003]

FLOOR AREA, GROSS (ONE-FAMILY RESIDENTIAL) For all one-family dwellings, the sum of the horizontal area of all stories of a building, measured from the exterior faces of exterior walls. Any interior space with a floor-to-ceiling height in excess of 16 feet shall be counted twice. In calculating the gross floor area of a one-family dwelling, and for the purpose of calculating floor area ratio (FAR), the following shall be excluded: half-stories; decks; patios; unenclosed porches, porticoes, balconies and raised platforms; roof overhangs; gutters; chimneys; minor accessory structures; and basements in which the surface of the floor above such basement is less than six feet above the average finished grade of the ground adjoining the building. For all one-family dwellings meeting additional yard requirements set forth in this chapter on lots 80,000 square feet or greater in the R-20, R-30 and R-40 One-Family Residence Districts, the gross floor area shall be the sum of the horizontal area of all stories of a building, measured from the exterior faces of exterior walls. Any interior space with a floor-to-ceiling height in excess of 20 feet shall be counted twice. In calculating the gross floor area and for the purpose of calculating floor area ratio (FAR), the following shall be excluded: half-stories; decks; patios; unenclosed porches, porticoes, balconies and raised platforms; roof overhangs; gutters; chimneys; minor accessory structures; and basements in which the surface of the floor above such basement is less than eight feet above the average finished grade of the ground adjoining the building. [Added 6-11-2003 by L.L. No. 5-2003; amended 5-22-2013 by L.L. No. 2-2013; 11-8-2017 by L.L. No. 6-2017]

BUILDING AREA The total area of land covered by all principal and accessory buildings on a lot, measured in square feet, excluding cornices, eaves and gutters; chimneys projecting not more than 24 inches; steps; bay windows; and balconies, not extending more than one story in height and not more than five feet horizontally. [Amended 7-8-1987 by L.L. No. 3-1987]

FLOOR AREA RATIO (FAR) -- The gross floor area divided by the lot area. [Amended 6-11-2003 by L.L. No. 5-2003]

HEIGHT The vertical distance to the level of the highest point of the roof for flat or mansard roofs, or to the mean height between the eave and the ridge for other types of roofs, measured at the center of the front wall of the building from the average level of the finished ground surface across the front of the building or from the average level of the finished ground surface adjacent to the exterior walls of the building, whichever is lower. Where the finished ground surface is made by filling, the level of such finished ground surface for the purpose of this definition shall not be deemed to be more than 10 feet above or below the established grade of the curb of the street which the building faces; or, if there is no curb, the established grade of the center of the street which the building faces. For all one-family dwellings meeting additional yard requirements set forth in this chapter on lots 80,000 square feet or greater in the R-20, R-30 and R-40 One-Family Residence Districts, the height shall be measured as the vertical distance to the mean height between the eaves and the ridges, measured across the entire roofline from the finished grade. Chimneys, elevator penthouses, tanks and similar projections located on any building other than an office or agency for scientific research or technical development or on a laboratory shall not be included in such measurements, provided that such projection does not occupy more than 15% of the roof area, and further provided that such projection does not exceed 15 feet in height. Chimneys, elevator penthouses, tanks and similar projections located on an office or agency for scientific research or technical development or on a laboratory shall not be included in such measurements, provided that such projection does not occupy more than 80% of the roof area, and further provided that such projection does not exceed 30 feet in height. Notwithstanding the above, in the case of residential buildings on sloping sites limited to 2 1/2 stories (where basements do not constitute a story as defined below), the finished grade of a building shall be measured from one foot below the first floor elevation; provided, however, that the height of the highest wall, measured from the average grade along that wall to the lowest point of the eave or lower edge of the roof, shall not exceed 33 feet. [Amended 7-8-1987 by L.L. No. 3-1986; 11-9-1994 by L.L. No. 9-1994; 5-22-2013 by L.L. No. 2-2013]

		Minimum Yards				Maximum Coverage			
One-Family Residence Zone	Min. Lot Area sq. ft.	Front	Rear	One Side	Total of two Sides	Principal Building	Accessory Building (s)	Impervious Surfaces	Minimum Lot Width
R-40	40,000	40	36	25	50	14%	3.50%	21.75%	150
Detached Accessory Structures/Off Street Parking Areas Minimum						10' from Principal Structure, 20' from Side, 20' from Rear			
R-30	30,000	35	34	20	45	16%	4.00%	25%	135
Detached Accessory Structures/Off Street Parking Areas Minimum						10' from Principal Structure, 18' from Side, 18' from Rear			
R-20	20,000	30	32	18	40	18%	4.50%	29%	120
Detached Accessory Structures/Off Street Parking Areas Minimum						10' from Principal Structure, 16' from Side, 16' from Rear			
R-15	15,000	27	30	14	30	20%	5.00%	33.50%	115
Detached Accessory Structures/Off Street Parking Areas Minimum						10' from Principal Structure, 14' from Side, 14' from Rear			
R-10	10,000	25	28	12	26	22%	5.50%	37.25%	100
Detached Accessory Structures/Off Street Parking Areas Minimum						10' from Principal Structure, 12' from Side, 12' from Rear			
R-7.5	7,500	20	26	10	22	24%	6.00%	40.75%	75
Detached Accessory Structures/Off Street Parking Areas Minimum						10' from Principal Structure, 10' from Side, 10' from Rear			
R-5	5,000	20	26	8	18	30% (all buildings)		43.75%	50
Detached Accessory Structures/Off Street Parking Areas Min						8' from Principal Structure, 8' from Side, 8' from Rear			



TOWN OF GREENBURGH Building Department

NYS ARCHITECT / ENGINEER'S AFFIDAVIT FOR FINAL INSPECTION

This application is required prior to requesting a final inspection for all projects with plans prepared by a New York State licensed architect or engineer.

Building permit: _____

Address: _____

Parcel ID: _____

Application is hereby made for final inspection and a Certificate of Occupancy for the above permit/address:

State of New York)
County of _____)

_____ being duly sworn, deposes and says that they reside
(PRINT NAME OF ARCHITECT/ENGINEER)

at _____ and is a duly licensed
architect /engineer (circle one) in the State of New York, with license number _____

and makes application for final inspection of all (structural/architectural) work performed as authorized
by Building Permit # _____; Deponent further says that they have made
regular and periodic inspections of the construction work, including critical construction components and observed
construction procedures for the purpose of determining that to the best of my knowledge and belief the structure(s)
erected complies with the filed drawings, New York State Code and Town of Greenburgh Code.

Signature of Applicant

Printed Name of Applicant

Sworn to me before this _____

Day of _____ 20 _____

Notary Public



Affix seal of New York State registered
architect or professional engineer