

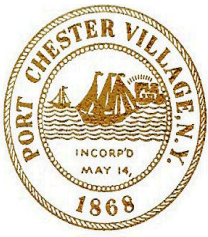
Village of Port Chester
Building Department
222 Grace Church Street, Room 100
Port Chester, New York 10573

Kevin Donohue, Building Inspector
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Phone: (914) 939-5203
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EXCAVATION & SITE WORK
PERMIT APPLICATION PACKAGE

1. **BUILDING PERMIT APPLICATION** – The applications must be filled out in sufficient detail and signed by the owner of the property or by an authorized agent/contractor. Provide the scope of work for the excavation and site work in the “Description of work line”
2. **PROPERTY INFORMATION** - The Street Address, Ownership and Section/Block/Lot (SBL#) may be obtained online at;
 - <https://townofrye.sdgny.com/index.aspx>
 - <http://giswww.westchestergov.com/taxmaps/default.aspx?sMun=Portchester>
3. **CONTACT INFORMATION** – An email address and phone number must be provided on the application
4. **EXCAVATION PLANS** - Plans of the proposed excavation or grading to indicate location and scaled dimensions of the work area and show paved (impervious) areas, underground utilities locations, existing and proposed elevations, soil and erosion control and final restoration of site relative to the work area. Provide 1 paper copy and one electronic version in a pdf format on a thumb drive, CD-ROM or by email.
5. **STORMWATER MANAGEMENT** – Impervious surfaced generating storm water are to be mitigated on site and shown on the excavation plan.
6. **PAYMENT OF PERMIT FEE** – Please see the Building/Code Enforcement Department FEE SCHEDULE Effective February 8, 2021 and provide a check payable to The Village of Port Chester.
7. **WESTCHESTER COUNTY LICENSE** – A copy of the Westchester County Licensed is to be submitted with the application for permit for residential property.
8. **WORKERS’ COMPENSATION and DISABILITY BENEFITS COVERAGE** – Proof of insurance must be submitted at the time of application. **ACORD FORMS** are not acceptable as proof of insurance.
 - Contractor with The State Insurance Fund must submit form U26.3 and DB-120.1.
 - Contractor with Private Insurance must submit form C-105.2 and DB-120.1.
 - Contractor who is self-insured must submit form SI-12 or GSI-105.2 and DB-155.
 - Exempt Contractors - Workers' Compensation and/or Disability Benefits Coverage form CE-200.
 - Owner-occupied Residence Form - BP-1 (12/08) Affidavit of Exemption Workers’ Compensation Insurance Coverage for a 1, 2, 3 or 4 Family.



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Application for Building Permit and/or Zoning Permit

SBL # _____ - _____ - _____

Date: _____

Construction Located at: _____

Zoning District: _____

Owner: _____

Phone: _____

Mailing Address: _____

Email: _____

Agent: _____

Phone: _____

Mailing Address: _____

Email: _____

Description of work: _____

Use Classification: _____ Type Construction: _____ Number of Units: _____ Sign: _____

New: _____ Addition: _____ Repair/Replacement: _____ Alteration Level: _____ Change in Use: _____

Building Systems: _____ Fire Protection Equipment & Systems: _____ Fuel Oil Tank: _____ Heating Appliance: _____

Demolition: _____ Special/Open Building Permit: _____ Area of Land Disturbance: _____

Record of Legal Use: _____ Located in a Special Flood Hazard Zone: Yes or No

Site Plan/Special Exception Approval: _____ ZBA Variance: _____

Design Professional: _____ Phone: _____ Email: _____

Contractor: _____ Phone: _____ Email: _____

I certify that the information provided above is correct. I understand that false statements made herein are punishable as a Class A misdemeanor. I further understand that upon discovery that I provided any false information, I may be subject to criminal penalties and my permit may be revoked.

All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of this application for permit. I understand that as the owner, and permit holder, I shall immediately notify the Building Inspector of any changes occurring during the course of work and further understand that if the Building Inspector determines that such changes warrants a new or amended permit or plans, such changes shall not be made until and unless a new or amended permit reflecting such changes is issued. I agree not to occupy this building/structure until a certificate has been issued for same upon completion of the description thereof in compliance herewith.

Owner/Authorized Agent

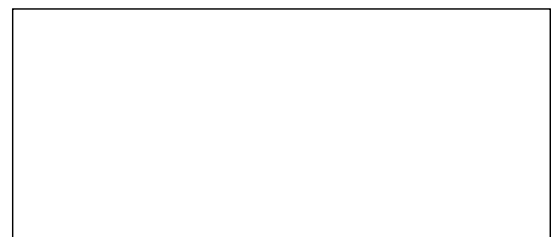
Date

Email address - Required to Receive Correspondence

COST OF CONSTRUCTION: \$ _____

PERMIT FEES _____ **Received By:** _____

Department Stamped Received Date





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OWNER CONSENT & AUTHORIZED AGENT FORM

Property Address: _____

I, _____, owner or Corporate Officer of the above mentioned property and mailing address _____, do hereby authorize _____ and (mailing address) _____, to act as my agent representing me in applying for and obtaining, permits, scheduling inspection and obtaining certificates from the Village of Port Chester.

I, as owner or Corporate Officer of this property, understand that I am responsible for any information, work submitted and performed by my authorized agent. I further understand that each time my authorized agent applies for a permit, that he/she must resubmit a new updated agent authorization form to the Village of Port Chester.

Property Owner or Corporate Officers signature _____ Date: _____

Phone # ()

State of _____

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____

By _____, who is personally known to me or as identification shown: _____.

Notary Public Signature: _____

Printed Name of Notary: _____

My commission expires: _____ Commission # _____

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

*****This form cannot be used to waive the workers' compensation rights or obligations of any party.*****

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

| |
|--|
| <p><i>Sworn to before me this _____ day of</i> _____, _____.</p> <p>_____ <i>(County Clerk or Notary Public)</i></p> |
|--|

Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

LAWS OF NEW YORK, 1998
CHAPTER 439

The **general municipal law is amended by adding a new section 125** to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors -- Business Owners and Certain Homeowners

For **businesses and certain homeowners listed as the general contractors on building permits**, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is **ONE** of the following forms that indicate that they are:

- ◆ insured (C-105.2 or U-26.3),
- ◆ self-insured (SI-12), or
- ◆ are exempt (CE-200),

under the mandatory coverage provisions of the WCL. Any residence that is not a **1, 2, 3 or 4 Family, Owner-occupied Residence** is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a **1, 2, 3 or 4 Family, Owner-occupied Residence**, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1 (12/08).

- ◆ Form BP-1 shall be filed if the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is listed as the general contractor on the building permit, and the homeowner:
 - ◇ is performing all the work for which the building permit was issued him/herself,
 - ◇ is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
 - ◇ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ◆ If the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is hiring or paying individuals a total of **40 hours or MORE** in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(12/08), but shall either:
 - ◇ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form), OR
 - ◇ have the general contractor, (performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.

BUILDING/CODE ENFORCEMENT DEPARTMENT

FEE SCHEDULE Effective February 8, 2021

| Use: R = Residential, one and two family dwelling and their accessory structures CM = Commercial and Multifamily including mix use Commercial, Multifamily and Residential buildings and their accessory structures Base Fee: Is a non-refundable fee. N/A = Not Applicable | | | | |
|--|-----------|-----|----------|--------------------------------------|
| Permit Type | Section # | Use | Base Fee | Added Fee Cost of Construction |
| Addition | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Alteration & Change in Use | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Building Systems | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Demolition | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Electrical | 151-4 | R | \$150 | + \$10.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$250 | + \$10.00 per \$1,000 Cost of Const. |
| Fire Protection | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Floodplain Development | 181-11 | R | \$100 | N/A |
| | 181-11 | CM | \$200 | N/A |
| Land Development | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Mechanical | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| New Construction | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |

| | | | | |
|--|--------|------|--------------------------|--|
| Occupancy Public Sidewalk | 283-19 | R/CM | N/A | \$10 per linear foot |
| Plumbing | 151-4 | R | \$150 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$250 | + \$20.00 per \$1,000 Cost of Const. |
| Pool/Spa | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Re-Roof & Re-Covering | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Shell Permit | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Sign | 151-4 | R | \$200 | N/A |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Solar Panel & Generators | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Special Building Permit | 151-4 | P1 | \$100 | N/A |
| | 151-4 | P2 | \$100 | N/A |
| Storage Tank, Bulk Distribution | 151-4 | C | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Telecommunication Facility | 151-4 | C | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Tenant Fit-Out | 151-4 | R | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| | 151-4 | CM | \$400 | + \$20.00 per \$1,000 Cost of Const. |
| Amendment to Permit | 151-4 | R | \$100 | + \$20.00 per \$1,000 Cost of Const. |
| Amendment to Permit | 151-4 | CM | \$200 | + \$20.00 per \$1,000 Cost of Const. |
| Annual Permit Renewal | 151-4 | R | Base Fee Two renewals | 3 rd renewal is original fee |
| Annual Permit Renewal | 151-4 | CM | Base Fee Two renewals | 3 rd renewal is original fee. |
| Temporary Certificate of Occupancy | 151-7 | | -0- | Base Fee of issued permit and valid for maximum of 60 days (Recurring) |
| Re-inspection | 151-4 | | \$100 | N/A |
| Re-instatement of Suspension of Permit | 151-4 | | -0- | Base Fee of Issued Permit |

BUILDING DEPARTMENT ADMINISTRATION

| | | |
|---|-----------|--|
| Affidavit of final cost of construction | | Submission required when permit construction cost exceeds \$10,000 |
| Building permit administrative fee where there is an outstanding stop-work order or where work has been commenced without the requisite permit having been obtained | § 151-6CF | \$300 or 3 times the permit fee, whichever is greater |
| Expedited searches | | \$200 |

CODE ENFORCEMENT FEE SCHEDULE

| | | |
|--|----------|---|
| Fire safety and property maintenance inspection program | | \$200 for the first \$10,000; \$5 per \$1,000 |
| Multiple dwellings | | \$400 for the first \$10,000; \$5 per \$1,000 |
| Commercial | | \$550 for the first \$10,000; \$5 per \$1,000 |
| First re-inspection | | \$150 |
| Each additional re-inspection | | \$250 |
| (Mixed-use buildings will be assessed a fee for each occupant present.) | | |
| Testing Fees Work Cost \$0 to \$1000 | | \$350 |
| Each additional \$1,000 | | |
| Sale or storage of explosives | | \$50 |
| Storage and sale of small arms ammunition | | \$80 |
| Fireworks display and discharge | | \$150 |
| Blasting (per job) | | \$80 |
| Copies of fire reports | | \$10 |
| Transport of explosives | | \$50 |
| Storage or handling of any catalytic agent necessary for the manufacture of plastic materials | § 151-40 | \$40 |
| Retailer, jobber or wholesaler storing or handling more than 25 pounds of cellulose nitrate plastics (pyroxylin) | | \$100 |