

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

Kevin Donohue, Building Inspector
KDonohue@PortChesterNY.gov

Phone: (914) 939-5203
Fax: (914) 939-8747

DEMOLITION PERMIT PACKAGE

- 1. BUILDING PERMIT APPLICATION:** A Building Permit is required for the removal of a building or structure or portion thereof. The applications must be filled out in sufficient detail with an email address and phone number and signed by the owner of the property or by an authorized agent/contractor with the submission of Owner Consent & Authorized Agent Form and notarized or other legal instrument authorizing the agent to act on their behalf and to sign for and obtain a Building Permit.
- 2. PROPERTY INFORMATION -** The Street Address, Ownership and Section/Block/Lot (SBL#) may be obtained online at:
 - <https://townofrye.sdgnys.com/index.aspx>
 - <http://giswww.westchestergov.com/taxmaps/default.aspx?sMun=Portchester>
- 3. 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.
- 4. SITE PLAN:** Submit 1 paper copy and one electronic version in a pdf format on a thumb drive, CD-ROM or by email of the Site Plan showing the location of the building, structure or portion thereof to be removed and including but not limited to the location of water, gas, electric and the sewer and sanitary sewer laterals and their disconnection at the main, the location of dumpsters and equipment, pedestrian protection, public street and sidewalk protection, site security with a barrier/signage, dust remediation, soil and erosions control measures and restoration of the site.
- 5. SHORING AND PEDESTRIAN PROTECTION PLAN:** When required by the Building Code of New York State Chapter 33, three (3) sets of plans be prepared by a New York State registered architect or licensed professional engineer submitted with electronic copy showing the installation of shoring or other structural features requiring mitigation to safely remove buildings without endangering neighboring property and the general public. Separate sidewalk obstruction and pedestrian sidewalk bridge permits may be required.
- 6. TAXES PAID:** A certified report from the agency in charge that the building or other structure to be demolished that all taxes and sewer rents and assessment liens have been paid.
- 7. PROOF OF INSURANCE:** Certificate of demolition insurance in an amount not less than one million dollars/three million dollars (\$1,000,000/\$3,000,000). In addition, depending on the nature and size of the demolition as well as proximity to adjoining properties, the Building Inspector may require additional coverage in such amounts in his/her judgment is necessary to protect life and property. This insurance shall be written with an acceptable company authorized to do business in the State of New York, with an A.M. Best rating of A minus or better, and shall be taken out before any of the operations of the contractor are commenced and kept in effect until all operations shall be satisfactorily completed. The Village of Port Chester shall be named an additional insured with a statement that the policy shall be primary and non-contributory with a waiver of subrogation. Copies of any policies shall be provided to the Village upon request.



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8. UTILITIES DISCONNECTION: Prior to commencement of the demolition utilities shall be disconnected and/or removed. The sanitary sewer and stormwater laterals shall be removed from the property and disconnected at the Village owned main by a Licensed Plumber under separate permit. The disconnection of the water source, utility gas and electric shall be done by a Licensed Plumber and License Electrician under separate permit. Where applicable, the Fire Inspector shall determine that all flammable and hazardous products have been properly removed from the building. Separate Street Opening Permit for Plumbing, Electrical and Gas Permits may be required.

9. HISTORICAL REGISTRY - Verification that the property is not eligible to be listed or is listed on the National and State Registers of Historic Places and the Westchester County Inventory of Historic Places as documented from these agencies.

10. ASBESTOS SURVEY and REMOVAL CERTIFICATION- For buildings, except ones where the construction was begun on or after January 1, 1974, and except for agricultural buildings as defined in New York State Labor Law and except for owner occupied one- and two-family dwellings, no demolition shall begin until the applicant provides to the Building Inspector a copy of an asbestos survey conducted by a licensed asbestos contractor and proof of completion of asbestos remedial work, if necessary, by a licensed asbestos contractor

11. PEST INSPECTION CERTIFICATION- Proof submitted that the building or structure has been inspected and certified that it is free from insect, vermin or rodent infestation, harborage or breeding areas and if so has been treated and eliminated.

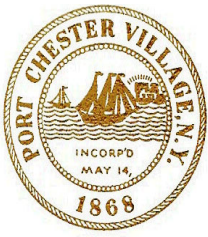
12. WRITTEN NOTIFICATION and WARNING SIGNS - The Building Inspector may require, based on the scope of work, as a condition to the issuance of a permit, that the applicant provide written notice to surrounding properties and the public of and warning signs of the impending demolition as per Village Code Section 151-4(Q)(2).

13. WORKERS' COMPENSATION and DISABILITY BENEFITS COVERAGE – Proof of insurance must be submitted from the contractor 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.

14. INSPECTION AND CERTIFICATION OF DEBRIS DISPOSAL:

- Pre-demolition inspection shall be scheduled before demolition is to commence to verify site security, pedestrian and adjoining property protection and soil erosion control measures.
- When the work is completed, please schedule a final inspection and submit a copy of the manifest from the transportation company indicating the quantity and description of the waste; hazardous material, contaminated material and/ or construction debris that was transported to a registered waste treatment, storage and/or disposal facility.



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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 # _____

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