



**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

**ROOFING REPLACEMENT or RECOVERING**  
**BUILDING PERMIT 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 with the submission of owner consent & authorized agent form or other legal instrument authorizing the agent/contractor to act on their behalf and sign for and obtain a Building Permit. An email address and phone number must be provided on the application
2. **ROOFING MATERIAL & COMPONENTS** – Fill out and submit the “Reroofing Materials Components and Methods List” and submit Manufactures Installation Instructions.
3. **ROOF REPLACEMENT CHECK LIST** – Use the Roof Replacement checklist to verify compliance.
4. **CLIMATIC and GEOGRAPHIC DESIGN CRITERIA** - Port Chester is in Climate Zone 4A.

RCNYS 2017 - Table R301.2 (1)

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATEGORY <sup>f</sup>	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP <sup>e</sup>	ICE BARRIER UNDERLAYMENT REQUIRED <sup>h</sup>	FLOOD HAZARD <sup>g</sup>	AIR FREEZING INDEX <sup>i</sup>	MEAN ANNUAL TEMP <sup>j</sup>
	Speed <sup>d</sup> (mph)	Topographic effects <sup>k</sup>	Special wind region <sup>l</sup>	Wind-borne debris zone <sup>m</sup>		Weathering <sup>a</sup>	Frost line depth <sup>b</sup>	Termite <sup>c</sup>					
30Pg	3-second 115-120 mph	No	No	No	B	Severe	42"	Moderate to Heavy	7.7° ASHRAE	Yes	NFIP FIRM 9/28/07	1500 or less	52.2°

5. **ENERGY EFFICIENCY COMPLIANCE** –Where a roof replacement exposes insulation within the decking or roof rafter, the insulation values shall conform to the ECNYS 2017.
6. **WESTCHESTER COUNTY LICENSE** – A provide a copy of the Westchester County Home Improvement License for residential building of less than four dwelling units.
7. **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>

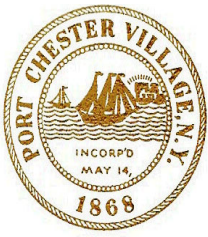


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8. **PAYMENT OF PERMIT FEE** – Please see the Building/Code Enforcement Department FEE SCHEDULE Effective February 8, 2021 and provide a check payable to The Village of Port Chester.
9. **WORKERS' COMPENSATION and DISABILITY BENEFITS COVERAGE** – Proof 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 submit Workers' Compensation and/or Disability Benefits Coverage form CE-200.
  - An owner applying for the permit who occupies the residence may submit form BP-1 affidavit.
10. **INSPECTIONS** – When work is complete, a Final Inspection and Certificate of Compliance are required.



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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

**Village of Port Chester – Building Department  
Reroofing Materials Components and Methods List**

**ADDRESS:** \_\_\_\_\_

**Building Use:**

One or Two family \_\_\_\_\_ Multifamily \_\_\_\_\_ Commercial \_\_\_\_\_

Accessory Structure Unheated –See Exceptions \_\_\_\_\_

**Type of Roof:**

Pitched \_\_\_\_\_ Ratio \_\_\_\_\_

Flat \_\_\_\_\_ Ratio \_\_\_\_\_

**Roof Covering:**

Manufacture Make \_\_\_\_\_ Series Type \_\_\_\_\_ Color \_\_\_\_\_

Shingle Type \_\_\_\_\_

**Roof Deck Type:**

New \_\_\_\_\_ Existing \_\_\_\_\_ Repair with \_\_\_\_\_

**Underlayment**

Manufacture Make \_\_\_\_\_ Model/Specification \_\_\_\_\_

**Ice Barrier:**

Manufacture Make \_\_\_\_\_ Model/Specification \_\_\_\_\_

**Drip Edge:**

Location \_\_\_\_\_ Material to be used \_\_\_\_\_

**Roof Insulation:**

Existing Yes \_\_\_\_ No \_\_\_\_ within roof deck \_\_\_\_ within roof rafter \_\_\_\_

Type \_\_\_\_\_ R-Value \_\_\_\_\_

**Valley:**

Method \_\_\_\_\_

**Flashing; dormer cricket, side wall, chimney ect,**

Roof Structure \_\_\_\_\_ Method Used \_\_\_\_\_

Roof Structure \_\_\_\_\_ Method Used \_\_\_\_\_

Roof Structure \_\_\_\_\_ Method Used \_\_\_\_\_

**Roof Penetrations; vent pipe, sky lights, conduit ect,**

Type \_\_\_\_\_ Method Used \_\_\_\_\_

Type \_\_\_\_\_ Method Used \_\_\_\_\_

Type \_\_\_\_\_ Method Used \_\_\_\_\_

**Roof Stormwater Discharge to:** Gutters \_\_\_\_\_ Scuppers \_\_\_\_\_ Roof Drain \_\_\_\_\_

# Residential & Commercial Roof Replacement

P A S S	RCNYS 2017 BCNYS 2017	Component	Building Code Commentary	F A I L
1	RCNYS R903.1 BCNYS 1503.1	General	Manufacturer's installation instructions are included as part of the application.	
2	RCNYS R908.2 IBC 1511.2	Structural and construction loads	Structural roof components shall support the roof covering system and the materials and equipment loads encountered during installation.	
3	RCNYSR908.3.1.1(3) BCNYS 1511.3.1.1	Roof replacement	Existing roof covering must be removed down to deck unless the work is RE-COVERING and a written statement is submitted per RCNYS 908.3.1 of existing single layer.	
4	RCNYS R903.2 BCNYS 1503.2	Flashing	Flashing shall be installed to prevent moisture from entering the roof and wall.	
5		Pitch pans	Required if multiple penetrations are intended to be flashed together, or for equipment support legs.	
6		Duct and pipe jacks	Pipe and duct penetrations shall be flashed using roof flashing (jacks) intended for the specified roof system.	
7		Flues/ducts	B-vent pipes must have a metal boot of the same gauge of the pipe and have a storm collar installed to protect the metal boot to pipe connection. Vent caps shall be in good shape and fitted for proper venting.	
8	RCNYS R903.2.1 BCNYS 1503.2.1	Locations	Flashing shall be installed at wall and roof intersections, change in roof slopes, and roof openings.	
9	RCNYS R903.2.2 BCNYS 1503.2.2	Crickets and saddles	All vertical projections on sloped roofs greater than 30" require a cricket or saddle made of sheet metal or of the same material as the roof covering.	
10		Flashing Single-ply	Flashing for single-ply roof systems shall be installed per manufacturer's current recommendations.	
11	RCNYS R908.5	Reinstallation of materials	Existing flashings shall be replaced where rusted, damaged, or deteriorated	
12	RCNYS R903.3 BCNYS 1503.3	Coping	Parapet walls shall be properly coped with non-combustible, weatherproof materials of a width not less than the thickness of the wall and be sealed at every joint with an overlap of no less than 2".	
13	RCNYS R903.4	Roof drainage	Unless roofs are sloped to drain over roof edges, roof drains shall be installed at each low point on the roof.	
14	RCNYS R903.4.1 BCNYS 1503.4.1	Secondary drains or scuppers	Where roof drains are required, secondary (overflow) drains and scuppers are required where parapets are present and entrapped water cannot drain when primary drains back-up. Overflows shall be the same size and installed 2" above the main drain. The installation and sizing of the drains shall comply with the IPC. Overflow drains cannot connect to the primary drain.	
15	BCNYS 1503.4.2	Scuppers	Emergency overflow scuppers shall be sized and located to prevent the depth of ponding water from exceeding the designed roof load. Scuppers shall have a minimum 4" opening.	
16	RCNYS R908.1(2) BCNYS 1511.1(2)		For roofs that provide positive drainage, re-covering or replacing an existing roof covering shall not require the secondary (emergency overflow) drains or scuppers of Section R903.4.1 to be added to an existing roof	
17		Equipment on roof	Equipment on the roof shall be installed on 8" legs bearing on decking or be installed on an 8" curb bearing on decking which can be flashing in properly. Placing the equipment on resonator pads or slip sheets is not allowed.	
18	ECC 503.3.1	Insulation	Roof replacements shall comply with Table ECC402.1.3 or Table ECC402.1.4 where the existing roof assembly is part of the building thermal envelope and contains insulation entirely above the roof deck.	

# One and Two Family Asphalt Roof Replacement

P	RCNYS 2017	Component	Residential Code Commentary	F
1	RCNYS R905.2.1		Roof decking shall be solidly sheathed (new construction only).	
2	RCNYS R905.2.2	Slope	Asphalt shingles shall be used only on roof slopes of 2:12 or greater. For slopes 2:12 up to 4:12, double underlayment is required. (See underlayment tables: Tables R905.1.1(1), R905.1.1(2), R905.1.1(3) in the 2015 IRC.)	
3	RCNYS R905.2.4.1	Wind resistance		
4	RCNYS R905.2.6	Attachment	As required by manufacturer or minimum of four nails per shingle for all roof slopes up to 21:12.	
5	RCNYS R905.2.8.2	Valleys	All materials must comply with the ASTM's listed in R905.2.8.2.	
6	RCNYS R905.2.8.2	(1) Open metal	Open valleys lined with metal shall be a minimum of 24" wide and corrosion resistant in Table R905.2.8.2	
7		(2) Open roll	Open valleys lined with two plies of rolled roofing shall be permitted where the bottom layer is at least 18" wide and the top layer is at least 36" wide.	
8		(3) Closed roll	Closed valleys shall be a minimum of 36" wide of either 1) one ply of smooth roll roofing or 2) self-adhering modified bitumen.	
9			Metal is not allowed in a closed valley. VERIFY	
10	RCNYS R905.2.8.3	Sidewall flashing: Headwall	Continuous flashing or step flashing shall be a minimum of 4" x 4" and all flashing shall be counter flashed with metal or exterior finish and properly sealed.	
11		Step	Step flashing shall be a minimum of 4"x 4" piece per shingle, and all flashing shall be counter flashed with metal or exterior finish and properly sealed.	
12		Kick-outs	Kick-outs at the end of the sidewall step flashing shall be turned out in a manner that directs water away from the wall onto the roof or into a gutter.	
13	RCNYS R905.2.8.4	Other flashing	Flashing against a vertical wall, soil stack, vent pipe and chimney.	
14	RCNYS R905.2.8.5	Drip edge	Drip edge shall be provided at eaves and rake edges: • Installed with a minimum of 2" overlap for segments, extend a minimum of ¼" below roof sheathing and a minimum of 2" onto roof deck; • Mechanically fastened at a minimum of 12" o.c.; and • Underlayment shall be installed over drip edge along eaves and under drip edge along rakes.	
15	RCNYS R905.1.1	Underlayment	Must meet the specifications in Tables R905.1.1 (1), (2), and (3) regarding underlayment types, application, and attachment.	
16		Exception 1.	As an alternative, self-adhering polymer-modified bitumen underlayment complying with ASTM D on entire roof deck.	
17		Exception 2.	As an alternative, a minimum 4-inch-wide (102 mm) strip of self-adhering polymer-modified bitumen membrane complying with ASTM D 1970 installed over all joints in the roof deck.	
18	RCNYS 806	Ventilation	A written statement or specifications shall be submitted to maintain attic ventilation.	
19	RCNYS R905.1.2	Ice Barriers	The ice barrier shall consist of not fewer than two layers of underlayment cemented together and extend from the lowest edges of all roof surfaces to a point not less than 24 inches (610 mm) inside the exterior wall line of the building OR;	
20		Ice Barriers	Self-adhering polymer-modified bitumen sheet shall be used in place of normal underlayment and extend from the lowest edges of all roof surfaces to a point not less than 24 inches (610 mm) inside the exterior wall line of the building.	

## BUILDING/CODE ENFORCEMENT DEPARTMENT

### FEE SCHEDULE Effective February 8, 2021

<b>Use:</b> <b>R</b> = Residential, one and two family dwelling and their accessory structures <b>CM</b> = Commercial and Multifamily including mix use Commercial, Multifamily and Residential buildings and their accessory structures <b>Base Fee:</b> Is a non-refundable fee. <b>N/A</b> = 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 <sup>rd</sup> renewal is original fee
Annual Permit Renewal	151-4	CM	Base Fee Two renewals	3 <sup>rd</sup> 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