

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

Kevin Donohue, Building Inspector
KDonohue@PortChesterNY.gov

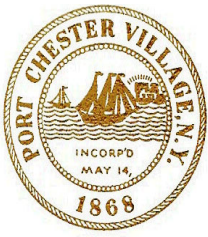
Phone: (914) 939-5203
Fax: (914) 939-8747

ALTERATION
MULIFAMILY & COMMERCIAL
Building Permit Packet

- 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 notarized owner consent & authorized agent form or other legal instrument authorizing the agent to act on their behalf and 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. CONTACT INFORMATION** – An email address and phone number must be provided on the application
- 4. SITE PLAN APPROVAL** – Site Plan is required for all commercial uses. A sign copy of the Planning Commission Approved Site Plan or amended site plan may be required to be submitted with an application for a Building Permit.
- 5. 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.
- 6. CONSTRUCTION DRAWINGS:** Please submit one complete paper sets of construction drawings and specification and one digital version in a pdf format on a thumb drive, CD-ROM or by email. Construction drawings shall be stamp and signed by a Professional Engineer or Registered Architect as required by the NYS Education Law. All drawings must be clear, concise and drawn to scale (“Optional or Future” details not used, shall be removed). Drawings to be at a scale of 1/4” per foot. Construction drawing shall contain but not limited to, a site plan, floor plans, occupancy and construction type, wall sections, window/door schedules, life safety plan, fire protection equipment, building system plan for electrical, mechanical and plumbing, reflected ceiling plan shown in compliance with the Existing Building Code of New York State.

7. **ENERGY CODE COMPLIANCE** - Plans or specifications prepared by a a Professional Engineer or Registered Architect shall include a written statement that to the best of his or her knowledge, belief and in their professional judgment, such plans or specifications are in compliance with the Energy Code. Supporting plan notes and/or documentation shall state the design criteria and means or method of compliance with the New York State Energy Code.

8. **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.



Village of Port Chester
Building Department
222 Grace Church Street, Room 100
Port Chester, New York 10573
Office (914) 939- 5203 Fax (914) 939-8747

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

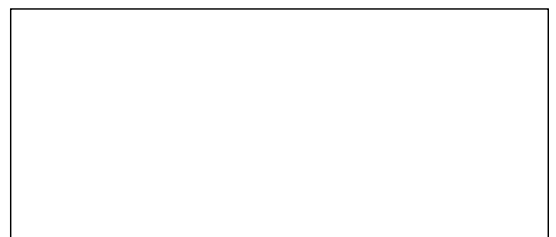
Date

Email address - Required to Receive Correspondence

COST OF CONSTRUCTION: \$ _____

PERMIT FEES _____ **Received By:** _____

Department Stamped Received Date





Village of Port Chester
Building Department
222 Grace Church Street, Room 100
Port Chester, New York 10573
Office (914) 939- 5203 Fax (914) 939-8747

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