

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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Construction Cranes – Hoists – Elevators

Application for Permit & Submission Requirements

1. **PERMITS REQUIRED** – All cranes, hoists, elevators and mobile boom crane on a job site for more than two combined days a year lifting people, materials and equipment that are not located on Public Property require a permit.
2. **BUILDING PERMIT APPLICATION** – The applications must be filled out in sufficient detail with email address and phone number 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/contractor to act on their behalf and obtain a Building Permit.
3. **CONSTRUCTION DRAWINGS:** 1 paper copy and one electronic copy in a pdf format sent by email of the plans/specifications signed and sealed by a design professional for the soil, footings and site conditions for safe bearing, erection and use of the cranes, hoists, elevators or mobile boom to be used in compliance with Building Code of New York State 220, OSHA and NYS DOL requirements.
4. **SITE PLAN - A** site plan showing the location of the crane, hoist and/or elevator and site features including the staging areas, building, sidewalks and streets.
5. **PROOF OF INSURANCE:** Certificate of 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 development 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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6. **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.
7. **DOCUMENTATION & STATEMENTS REQUIRED** – The following documentation is required to be submitted with the application;
- a) Brochure or other descriptive and pictorial image of the cranes, hoists, elevators or mobile boom showing the length, maximum height, lifting capacity and operating radius.
 - b) The names, addresses, email and contact information of the owners and operators of the cranes, hoists, elevators or mobile boom.
 - c) A copy of the operator(s) valid New York State DOL License
 - d) The name(s) and qualifications of the Qualified Person(s) and Qualified Rigger as defined by OSHA and ASME, as well as the New York State professional engineer responsible for preparation of erection drawings and repair/adjustment to the crane during operation.
 - e) A copy of the most recent of inspection for the crane, hoist or elevator being operated in accordance with OSHA 1926.1412(f) and ASME B30.5 5-2.1.3 reviewed and approved by the New York State professional engineer.
 - f) Proof of completion of signal person qualification or certification course.
 - g) Location map showing the placement of the crane, hoist and/or elevator.
 - h) Submission of a Motor Vehicle and Pedestrian protection plan approved by the Police/Village Manager if said crane will operate within, on or over a public sidewalk or street.
 - i) Proof of notification to any adjacent property owner affected by the placement and/or operation of the crane within the radius of the fully extended boom.

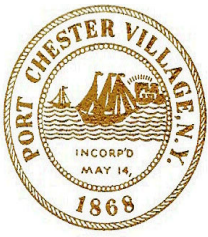


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8. **ELECTRICAL PERMIT** - Westchester County Licensed Electrician may be required to file a sub-permit for an electric service connection.
9. **PERMIT TO OCCUPANCY THE PUBLIC SIDEWALK** – An Occupy Sidewalk Permit may be required by the Village of Port Chester to place materials, equipment or obstruct pedestrians on a public sidewalk.
10. **INSPECTION REQUIRED**
An inspection is required prior to operation to verify compliance with all permitting requirements, compliance with the Building Code of New York State 2020 and review of site safety plan and construction operation with the Construction Superintendent, Fire Prevention Superintendent, and Qualified Person(s).
11. **CONDITIONS OF PERMITTING**
 - a) During operations, the applicant shall notify the Building Official in writing 24 hours prior to initial assembly, the relocation of mobile cranes, climbing or jumping of tower cranes and disassembly. The New York State professional engineer responsible for preparation of erection drawings shall be present on site at all times during these operations.
 - b) Copies of all inspection reports shall be maintained on the project site in a specified location, available for review by Village personnel. Copies shall be maintained for the duration of the project and turned over to the Village at the completion of construction.
 - (1) Daily (OSHA) and frequent (ASME) inspection reports shall be dated and signed by the qualified person.
 - (2) Monthly (OSHA) or periodic (ASME) inspection reports shall be dated, signed by the qualified person and reviewed and approved by the New York State professional engineer responsible for preparation of erection drawings.
 - (3) Annual/comprehensive (OSHA) inspections shall be dated, signed by the qualified person and reviewed and approved by the New York State professional engineer responsible for preparation of erection drawings. The New York State professional engineer responsible for preparation of erection drawings shall forward an executive summary to the Building Official at the completion of each twelve-month period of crane operations.
 - (4) Inspections required based on modified equipment repairs shall be performed by the New York State professional engineer responsible for preparation of erection drawings, and reports shall be signed and sealed and shall be forwarded to the Building Official.



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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

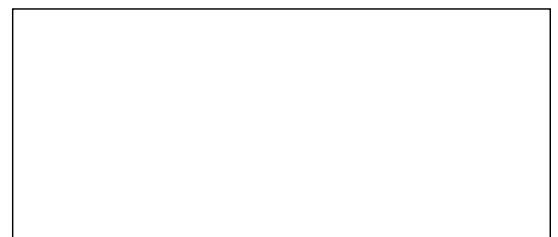
Date

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 |