



**Village of Port Chester**  
**Building Department**  
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Port Chester, New York 10573

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**Water Service Laterals & Meter Pits**  
**PERMIT APPLICATION PACKAGE**

1. **BUILDING PERMIT APPLICATION** – The applications must be filled out in sufficient detail and signed by the licensed contractor. Provide the scope of the water service line and meter pit work in the “Description of work line” Also, for sub permits; provide the associated Building Permit Number.
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. **PLANS** - Construction drawings, specification and site plan may be required by the Building Inspector. Submit one paper copy and one electronic version in a pdf format on a thumb drive, CD-ROM or by email. See attached Water Service Lateral Code Information.
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. **WESTCHESTER COUNTY LICENSE** – A Westchester County Licensed Plumbing is required to obtain the Plumbing Permit and submit a copy of their license with the application.
7. **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.

**Water Service Lateral Code Information**  
**New, Repair and Replacement**  
**Plumbing Code New York State 2020 (PCNYS 2020)**

- Installation & Inspections as prescribed in Section PC306 of the PCNYS 2020
- Minimum Service size is ¾ inch in a (4 to 6”) surrounded in a bed of sand
- Minimum 42” below grade
- No unions except where over 100 feet or Union for a repair
- Provide sleeve(s) through the foundation wall for water service pipe
- Inside foundation “Full flow valve/water meter/pressure reducing/backflow/full flow valve”
- Grounding/bonding jumper

**Optional Meter Pit - Supporting Documentation** - A meter pit located outside on a water service is not specifically prescribed for in the PCNYS 2020. With application for a plumbing permit, provide the meter pit manufacture specification and installation manual and a certification of compliance with the PCNYS 2020 that the water service line through the meter pit will not freeze.

**Trenchless Replace of Water Service Lateral** – The trenchless replacement of a water service lateral pipe is not specifically prescribed for in the PCNYS 2020. With application for a plumbing permit, provide a construction drawing by a Licensed Design Professional and supporting documentation in compliance with the standards prescribed in **PC104.3**.

Where supporting documentation is not available, there are two methods of acceptability provided for in the PCNYS 2020, Section **PC104.1** and Section **PC104.3**.

Plans and specifications prepared by a Professional Engineer or Registered Architect submitted with an application for a Plumbing Permit certifying compliance with PCNYS 2020 Section **PC104.1** and Section **PC104.3**. The design shall be from the curb stop to inside the building showing valve, unions, connections, meter pit, sleeve through foundation wall backflow prevention device grounding/bonding as provide one of the following methods;

- 1) **PC104.1 Approved materials and equipment.** Materials, equipment and devices approved by the code enforcement official for use shall be constructed and installed in accordance with such approval. Materials, equipment and devices tested by an approved testing laboratory shall be permitted to be constructed and installed in accordance with such approval.
- 2) **PC104.3 Alternate materials, design and methods of construction and equipment.** The Uniform Code is not intended to prevent the use of any material not specifically prescribed by Uniform Code or to prohibit any design or method of construction not specifically prescribed by Uniform Code, provided that any such alternative material, design or method of construction has been approved by the code enforcement official or the State Fire Prevention and Building Code Council. An alternative material, design or method of construction may be approved only when the code enforcement official or the State Fire Prevention and Building Code Council shall have determined, in writing, that such alternative material, design or method of construction (1) complies with the intent of the provisions of Uniform Code and (2) is at least equivalent of that prescribed in Uniform Code in quality, strength, effectiveness, fire resistance, durability and safety. Nothing in this Section NYS103.3 shall be construed as permitting any code enforcement official, or any town, village, city, county, or state agency charged with the administration and enforcement of the Uniform Code, to waive, vary, modify or otherwise alter any provision or requirement of Uniform Code. Provisions or requirements of the Uniform Code may be varied or modified only pursuant to procedures established by the Secretary of State pursuant to Section 381(1)(f) of the Executive Law.