

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

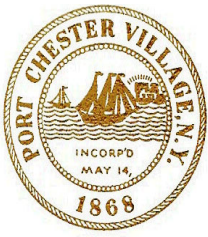
Kevin Donohue, Building Inspector
KDonohue@PortChesterNY.gov

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

New Commercial & Multifamily 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.sdgny.com/index.aspx>
 - <http://giswww.westchestergov.com/taxmaps/default.aspx?sMun=Portchester>
- 3. CONTACT INFORMATION** – Email address and phone number shall be provided on the application for the contractor and those who wish to receive correspondence.
- 4. SITE PLAN APPROVAL** – Site Plan is required for all new commercial and multifamily buildings. One complete paper set of the Planning Commission Approved Site Plan or amended site plan and one digital version in a pdf format on a thumb drive, CD-ROM or by email 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 September 9, 2022 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, Typical or Future” details 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, reflected ceiling plan life safety plan, fire protection equipment, building system plan for electrical, mechanical and plumbing shown in compliance with the Building Code of New York State 2020.

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. **SPECIAL INSPECTION PROGRAM** - See website for “Chapter 17 Special Inspection Technical Bulletin.” As part of the general requirements of BCNYS Section 1704, a statement of Special Inspections, prepared by the New York State Registered or Licensed Design Professional shall be submitted and approved by the Building Inspector prior to permit issuance (see BCNYS 2020 Section 1704.1.1). The Statement of Special Inspections shall include but not limited to the following items:
 1. A complete list of materials and work requiring Special Inspections.
 2. The inspections to be performed and the frequency to perform them.
 3. A list of qualified individuals, agencies or firms intended to be retained for conducting such inspections.
 4. Standard Forms to be used.
9. **FLOOD DAMAGE PREVENTION** - A separate Flood Development Permit is required to construct a new building in the regulatory (100 year) Flood Hazard Zone. See website for "Flood Development Permit Application".
10. **SAFETY DURING CONSTRUCTION** - Vehicle and Pedestrian Traffic, Pedestrian Sidewalk Bridge & Fire Protection Equipment, BCNYS 2020 Chapter 33 and a Written Fire Prevention Plan FCNYS 2020 Section 3308.
11. **CRANE - HOIST - ELEVATOR** - A separate permit is required for portable or stationary cranes, hoist and construction elevators that remain on the site for more than one day. See website for "Construction Crane Hoists Elevators Application Pkg".
12. **SYSTEMS SUB-PERMITS** – Sub-permits are required for the following systems;
 1. Building System - Plumbing, heating, electrical, liquid and gas piping and storage, ventilating, air conditioning, refrigerating equipment, elevators, dumb waiters, escalators, solid, liquid or gas fueled heating appliance, and other mechanical, equipment systems installations, expansion or additions thereto or
 2. Fire Protection Equipment & Systems - Apparatus, assemblies, or systems, either portable or fixed, used to detect, signal, alarm, prevent, control, or extinguish fire, smoke or harmful gas and liquid.
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.



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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

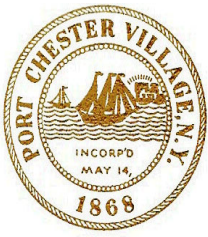
Email address - Required to Receive Correspondence

COST OF CONSTRUCTION: \$ _____

PERMIT FEES _____ **Received By:** _____

Department Stamped Received Date





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OWNER CONSENT & AUTHORIZED AGENT FORM

Property Address: _____

I, _____, as 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 DEPARTMENT FEE SCHEDULE Adopted September 9, 2022

Terms:				
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.
W/o 3 rd Party Plan Review	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
With 3 rd Party Plan Review	151-4	CM	\$400	+ \$20.00 per \$1,000 up to \$20 million
				+ \$10.00 per \$1,000 over \$20 Million
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