



**Village of Sleepy Hollow**  
**Department of Architecture, Land Use Development,**  
**Buildings and Building Compliance**  
**28 Beekman Avenue · Sleepy Hollow, NY 10591**  
**Telephone (914) 366-5101 · Fax (914) 631-0607**

**REQUIREMENTS TO OBTAIN A BUILDING PERMIT**

**Building permits will not be accepted without the following:**

- Completed signed application
- Appropriate fee - check or money order made payable to the *Village of Sleepy Hollow*
- Application fee ..... \$50
- Building Permit fee ..... \$12/per one thousand dollars of estimated cost

“Estimated cost shall mean the reasonable market value of all labor, materials, equipment, and professional services necessary for the completion of the proposed project”

**\*FEES FOR LEGALIZATION WORK OR FOR WORK STARTED WITHOUT A PERMIT ARE DOUBLED \***

- Survey of property – not required for interior work
- Three (3) sets of construction plans and specifications, drawn to scale, signed and sealed by a NYS registered architect or engineer, maximum format 24 x 36, folded no larger than 9 x 12
- Completed Zoning Compliance form – completed by a NYS registered architect or engineer; not required for interior work, repairs or renovations
- A site inspection may be required to establish the specific applicability of the Building and Zoning Code

**The following information must be submitted once the Department has determined the application meets all applicable codes and regulations:**

- Code Rule 753 confirmation number. Any project requiring excavation, trenching or demolition must contact “Dig Safely New York” 800-962-7962 ([www.digsafelynewyork.com](http://www.digsafelynewyork.com)) at least (2) two full working days prior to excavation
- A copy of contractor’s Westchester County Home Improvement Contractor license
- A copy of contractor’s Certificate of Insurance naming the Village of Sleepy Hollow as additionally insured
- A copy of the contractor’s Workman’s Compensation Insurance

**The following requirements must be met in order to obtain a Certificate of Occupancy:**

- All required construction inspections, including final electrical inspection certificate and plumbing inspection certificate when those permits are issued in conjunction with your project
- An as built survey for new construction & additions as required by this office
- All conditions and resolutions by approving agencies must be satisfied
- A completed application for Certificate of Occupancy & Affidavit of Final Cost of Construction
- Any additional building permit fees must be paid
- As built plans
- Testing certificates

**Important notices: Read before completing Building Permit Application**

1. Work conducted pursuant to a building permit must be visually inspected by the Department of Architecture, Land Use Development, Buildings and Building Compliance and must conform to the New York state Uniform Fire prevention and Building Code, the Code of the Village of Sleepy Hollow, and all other applicable codes, rules or regulations.
2. It is the owner's responsibility to contact the Department of Architecture, Land Use Development, Buildings and Building Compliance at (914) 366-5101 Monday through Friday 8:30 a.m. to 4:30 p.m. at least 48 hours before the owner wishes to have an inspection conducted. See page 6 for required inspections. **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF WORK HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the required concealed inspections. Close coordination with this department will greatly reduce this possibility.
3. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation and Disability Insurance certificates are attached to this application. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and Disability Insurance, the contractor must complete form C-105.21.
4. When a Certificate of Occupancy is required for new construction, the structure shall not be occupied until said certificate has been issued.
5. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
6. This permit does not include any privilege of encroachment in, over, under, or upon any Village street or right-of-way.
7. The Building Permit must be displayed so to be visible from the street nearest to the site of the work being conducted.