



Village of Sleepy Hollow

Department of Architecture, Land Use Development,
Buildings & Building Compliance
28 Beekman Avenue, Sleepy Hollow, NY 10591

More than a Legend Telephone (914) 366-5116 • Fax (914) 631-0607 • www.sleepyhollowny.gov

REQUIREMENTS TO FILE A PLUMBING PERMIT APPLICATION

The intent of this document is to assist the applicant with the requirements, process, and documentation necessary to file for a Plumbing Permit. **Failure to complete the application in its entirety and/or to provide the information indicated therein will result in rejection of the submission or a delay processing the application.**

Plumbing Permit applications will not be accepted without the following:

- Completed application (Parts 1-4) signed by the property owner. The property owner may complete the Proxy Statement authorizing an agent or representative to sign and file the application.
- Appropriate fee – check, or money order made payable to the *Village of Sleepy Hollow*.

Permit fee:

\$75 Application fee plus
\$50 Rough inspection (first 4 fixtures) plus **\$15** each additional fixture
\$50 Final inspection
\$50 Gas or other testing
\$50 House sewer
\$50 Water service
\$50 Hot water tank (new or replacement)
\$50 Lawn sprinkler connection
\$100 RE-INSPECTION FEE

FEES FOR LEGALIZATION WORK OR FOR WORK STARTED WITHOUT THE ISSUANCE OF A PERMIT ARE DOUBLED (\$250 minimum fee).

- Survey of property – not required for interior work, repairs, or renovations.
- Three (3) sets of construction plans and specifications, drawn to scale, signed and sealed by a NYS registered architect or professional engineer as required by NYS Law; maximum format **24" x 36"**, stapled and folded no larger than **9" x 12"**.

Upon approval, a PDF electronic submission is required for all plans larger than 11"x17".

A Plumbing Permit will not be issued without the following:

- A pre-construction site/building inspection may be required.
- Copy of contractor's Westchester County Plumbing license when required.
- Copy of contractor's Certificate of Insurance naming the *Village of Sleepy Hollow* as additionally insured.
- Copy of the contractor's Workman's Compensation Insurance.
- Code Rule 753 confirmation number. Any project requiring excavation, trenching or demolition must contact "Dig Safely New York" 800-962-7962 (www.digsafelynewyork.com) at least (2) two full working days prior to excavation.
- Completed *Electrical Permit* application and fee when electrical work is involved in the scope of work.
- Completed *Building Permit* application and fee when construction work is involved in the scope of work.
- Completed *Fire Suppression Permit* application and fee when fire suppression work is involved in the scope of work.
- Completed *Mechanical Permit* application and fee when mechanical work is involved in the scope of work.

IMPORTANT NOTICES: Read before completing Permit Application

1. Undertaking activity or starting work that requires a permit prior to obtaining such permit is prohibited and is a violation of the Code of the Village of Sleepy Hollow. Any person who violates any term or condition of any Permit, Certificate of Occupancy/Certificate of Compliance, Temporary Certificate, Stop-work Order, Operating Permit or other notice or order issued by the Building Inspector shall be liable to a civil penalty of not less than \$250 nor more than \$1,500 for each day or part thereof during which such violation continues.
2. New York State Law requires permit applicants 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 or proof of exemption is provided.
3. Work undertaken pursuant to the permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
4. The permit does not include any privilege of encroachment in, over, under, or upon any Village street or right-of-way. A separate Street Opening Permit is required for work within the Village right-of-way.
5. The permit must be displayed so to be visible from the street nearest to the site of the work being conducted.
6. Construction work is **ONLY** permitted between the hours of 8:00 a.m. and 7:00 p.m. weekdays, and on Saturday, between the hours of 9:00 a.m. and 6:00 p.m. No construction shall be permitted on Sundays and holidays unless of an emergency nature and unless permission is first obtained from the Police Department and Department of Architecture, Land Use Development, Buildings and Building Compliance.
7. Work conducted pursuant to a 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.
8. It is the permit holder's responsibility to contact the Department of Architecture, Land Use Development, Buildings and Building Compliance at (914) 366-5116 Monday through Friday 8:30 a.m. to 4:30 p.m. at least 48 hours before the permit holder wishes to have an inspection conducted. **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF WORK HAS NOT BEEN INSPECTED.** Covered and non-accessible work will need to be removed at the permit holder's expense to conduct the required concealed inspections. A **\$100** fee will be charged for all **RE-INSPECTIONS**.
9. When a Certificate of Occupancy/Compliance is required for new construction, the structure shall **NOT BE USED OR OCCUPIED** until said certificate has been issued.
10. The permit application fee includes (1) application and plan review, review memorandum if needed, and (1) re-submission review.
11. Incomplete permit applications will become void (6) months upon the date of the request for information.
12. An amended permit application must be filed with the Department for any change(s) in the scope of work or application information once a permit is issued. Unauthorized work shall not commence until an amended permit is issued.
13. Permits shall become invalid unless the authorized work is commenced within (6) months following the date of issuance. Permits shall expire without notice (12) months after the date of issuance. A permit which has become invalid or which has expired may be renewed upon the submission of an application, payment of the full applicable fee, and approval of the application by the Building Inspector.
14. Permits may be extended prior to the expiration date upon the submission of an application, payment of the applicable fee, and approval of the application by the Building Inspector. Permits may be extended (1) time for a maximum of (6) months and (2) subsequent (3) month periods as needed.



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PLUMBING PERMIT APPLICATION: PART 1 of 4			<input type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> EXTENSION
LOCATION	Section: Block: Lot:	OFFICE USE	
	Address:		
	Zoning District:		
OWNER	Name:	Phone number:	
	Address:	Cellular number:	
		E-mail:	
PLUMBER	Name:	Phone number:	
	Address:	Cellular number:	
	License number:	E-mail:	
DESCRIPTION	Description of work (complete Parts 2-4):		
FEE	Total # plumbing fixtures (Part 2): _____		Total # gas fixtures (Part 3): _____
	Permit fee: \$	<input type="checkbox"/> Cash <input type="checkbox"/> Credit card <input type="checkbox"/> Money order <input type="checkbox"/> Check number:	
<p>I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this work will be complied with whether specified herein or not.</p> <p style="text-align: center;">Proxy Statement is required when anyone other than the property owner is signing an application.</p> <p>Owner/ Applicant (Print) : _____</p> <p>Owner/ Applicant signature: _____ Date: _____</p>			

DO NOT BEGIN WORK UNTIL YOU HAVE RECEIVED AN ACTUAL PERMIT

May 2024

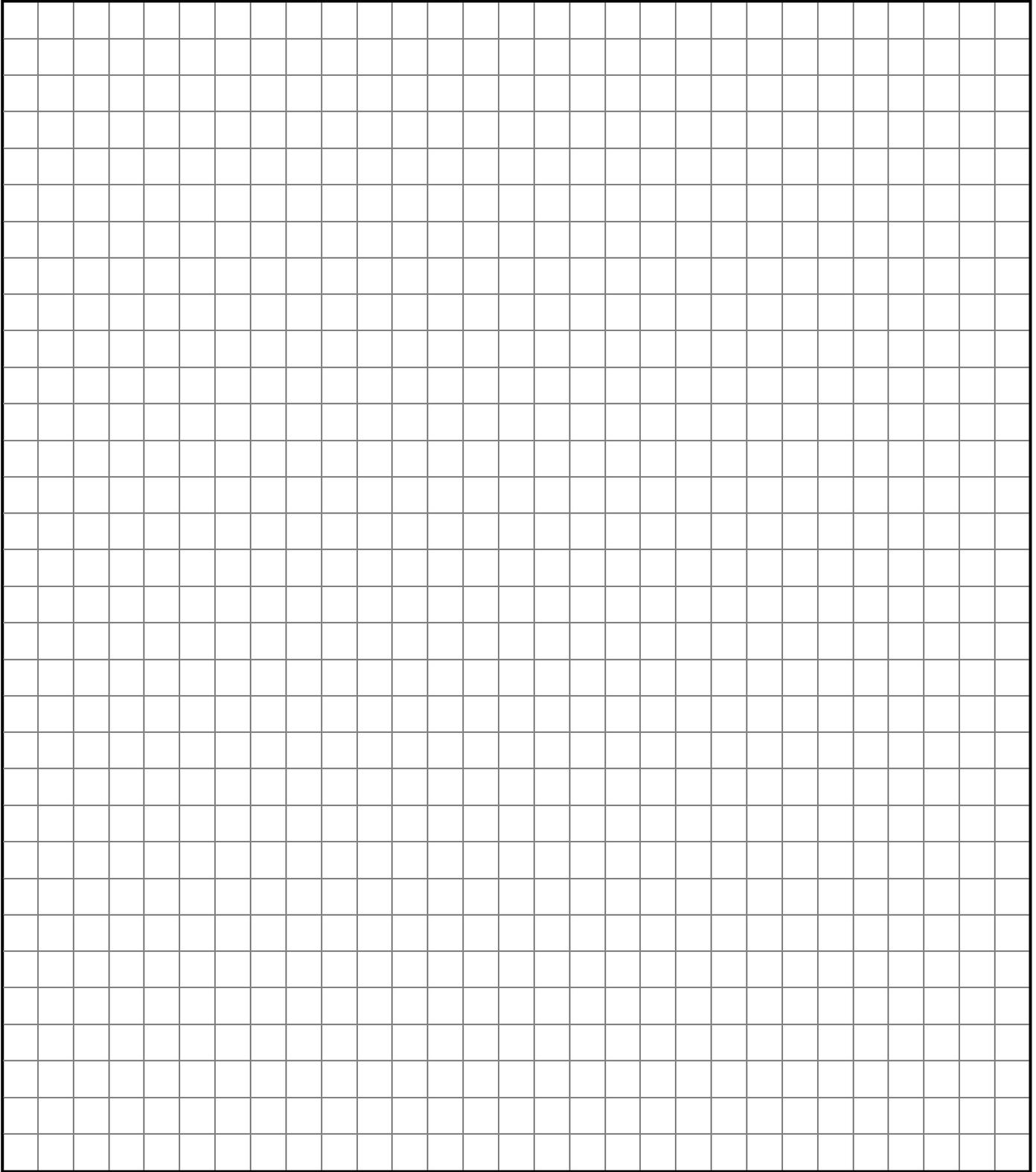
PLUMBING FIXTURE TABLE- PART 2 of 4

FIXTURE TYPE	DESCRIPTION	LOCATION and QUANTITY											SUB TOTAL
		Yard/ Court	Basement	Garage	First Floor	Second Floor	Third Floor	Fourth Floor	Fifth Floor	Six Floor	Attic	Roof	
Backflow preventer													
Bar sink													
Bath sink													
Bath tub													
Beverage dispenser													
Bidet													
Boiler													
Clothes washer													
Condensate drain													
Dishwasher													
Drinking fountain													
Eye wash													
Floor drain													
Floor sink													
Food grinder													
Grease trap													
Hose bib													
Ice maker													
Irrigation system													
Kitchen sink													
Laundry tub													
Medical gas													
Oxygen system													
Pot filler													
Roof drain													
Service sink													
Sewerage pump													
Sewer (drain)													
Sewer (building)													
Shower													
Steam unit													
Storm drain													
Sump pump													
Urinal													
Vacuum drainage													
Water closet													
Water heater/storage													
Water service													
Whirlpool tub													
Other (specify)													
TOTAL FIXTURES													

GAS FIXTURE TABLE- PART 3 of 4

FIXTURE TYPE	DESCRIPTION	LOCATION and QUANTITY											SUB TOTAL	
		Yard/ Court	Basement	Garage	First Floor	Second Floor	Third Floor	Fourth Floor	Fifth Floor	Six Floor	Attic	Roof		
Boiler														
Broiler														
Clothes dryer														
Cook top														
Fireplace														
Fryer														
Furnace														
Gas service/meter														
Generator														
Grill														
Illuminating appliance														
Infrared heater														
Log lighter														
Oven														
Pool/ spa heater														
Range														
Roof top unit														
Sauna heater														
Unit heater														
Water heater														
Wok														
Other (specify)														
TOTAL FIXTURES														

ONE-LINE DIAGRAM- PART 4 of 4





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PROXY STATEMENT

Proxy Statement is required when anyone other than the property owner is signing an application.

I, _____ being duly sworn, deposes and says that he/she
(Print Owner's full name)

resides at _____ in the County of _____
(Street, City) (County)

State of _____, and that he/she own the property located at _____,
(State) (Street Address)

the property described in the attached application, hereby authorizes and empowers

_____ to sign and make the attached application for
(Applicant's name)

_____ and to represent the application at all Board/ Commission meetings.
(Application type)

Sworn to before me this

_____ day of _____, 202__

Signature of Owner

Seal

Notary Public