



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 BUILDING PERMIT APPLICATION

The intent of this document is to assist the applicant with the requirements, process, and documentation necessary to file for a Building 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.**

Building Permit applications will not be accepted without the following:

- Completed application (Parts 1 and 2) 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*.
Building Permit fee: \$75 application fee for estimated project values up to \$3,000 plus \$20 per \$1,000 of estimated cost over \$3,000.

“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 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”.
- Completed Zoning Compliance Form – completed by a NYS registered architect or professional engineer; not required for interior work, repairs or renovations.

A Building Permit will not be issued without the following:

- A pre-construction site/building inspection may be required to establish the specific applicability of the Building and Zoning Codes.
- Zoning Board of Appeals approval as required.
- Planning Board approval as required.
- Architectural Review Board approval as required.
- Village Board/ Special Permit approval as required.
- Copy of contractor’s Westchester County Home Improvement Contractor 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 *Plumbing Permit* application and fee when plumbing and or gas work is involved in the scope of work.
- Completed *Mechanical Permit* application and fee when mechanical 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.

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. Building 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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BUILDING PERMIT APPLICATION: PART 1 of 2		<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:
DESCRIPTION	Type of construction or improvement (select all that apply)	
	<input type="checkbox"/> New building/ structure – Proposed use: _____	
	<input type="checkbox"/> Shed <input type="checkbox"/> Garage <input type="checkbox"/> Fence/ Wall <input type="checkbox"/> Deck/ Patio <input type="checkbox"/> Driveway/ Walk <input type="checkbox"/> Sidewalk <input type="checkbox"/> Pool/ Spa	
	<input type="checkbox"/> Existing building/ structure – Current use: _____	
	<input type="checkbox"/> Repair <input type="checkbox"/> Renovation <input type="checkbox"/> Reconstruction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration	
	<input type="checkbox"/> Change of use – Current Use: _____ Proposed Use: _____	
<input type="checkbox"/> Other: _____		
Description of work: _____		
FEE	\$75 application fee <i>plus</i> \$20 per \$1,000 of estimated project cost over \$3,000.	Estimated project cost:
	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. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or local law regulating construction or land use or the performance of construction.</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>		

PERMIT APPLICATION CONTACTS: PART 2 of 2

ARCHITECT	Company name:	Phone number:
	Architect:	Cellular number:
	Address:	
		E-mail:
	License number:	
ENGINEER	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	
		E-mail:
	License number:	Expiration date:
CONTRACTOR	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	
		E-mail:
	Home Improvement License number:	Expiration date:
ELECTRICAL	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	
		E-mail:
	License number:	Expiration date:
PLUMBING	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	
		E-mail:
	License number:	Expiration date:
MECHANICAL	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	
		E-mail:
	License number:	Expiration date:



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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, herby 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