



More than a Legend

Village of Sleepy Hollow
Department of Architecture, Land Use Development,
Buildings & Building Compliance
28 Beekman Avenue, Sleepy Hollow, NY 10591
Telephone (914) 366-5101 • 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 the application.
- Appropriate fee – check, or money order made payable to the *Village of Sleepy Hollow*.
Building Permit fee: \$50 plus \$15 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 THE ISSUANCE OF A PERMIT ARE DOUBLED.

- 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”**.
- 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.
- 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 Sprinkler Permit* application and fee when fire sprinkler work is involved in the scope of work.

IMPORTANT NOTICES: Read before completing Building 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 Building 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. If the permit applicant believes they are exempt from the requirements to provide Worker's Compensation and Disability Insurance, they must complete form BP-1 as applicable.
3. 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.
4. 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**.
5. 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.
6. 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.
7. 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.
8. Work undertaken pursuant to the permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
9. Construction work is 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.
10. The permit must be displayed so to be visible from the street nearest to the site of the work being conducted.
11. Building Permits shall become invalid unless the authorized work is commenced within six months following the date of issuance. Building Permits shall expire 12 months after the date of issuance. A Building Permit which has become invalid or which has expired may be renewed upon the submission of an application, payment of the applicable fee, and approval of the application by the Building Inspector.



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BUILDING PERMIT APPLICATION: PART 1		<input type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> EXTENSION	
LOCATION	Section: Block: Lot:	OFFICE USE	Permit number:
	Address:		Date received:
	Zoning District:		Date issued:
			Expiration date:
OWNER	Name:	Phone number:	
	Address:	Cellular number:	
		Fax 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	\$50 application fee plus \$15 per \$1,000 of estimated project cost.		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 of 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> Owner/ Applicant (Print) : _____ Owner/ Applicant signature: _____ Date: _____			

DO NOT BEGIN WORK UNTIL YOU HAVE RECEIVED AN ACTUAL PERMIT

January 2016

BUILDING PERMIT APPLICATION: PART 2

ARCHITECT	Company name:	Phone number:
	Architect:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	
ENGINEER	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
CONTRACTOR	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		E-mail:
	Home Improvement License number:	Expiration date:
ELECTRICAL	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
PLUMBING	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
MECHANICAL	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		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 _____, 2016

Signature of Owner

Seal

Notary Public