The Code of Village of Rye Brook requires permits for any re-roofing project. Applicants seeking to re-roof an existing building with non-like materials must obtain prior approval from the Village Architectural Review Board (ARB). Please contact the Building Department for further information regarding non-like roofing materials.

**DO NOT START WORK or CONSTRUCTION UNTIL A PERMIT HAS BEEN ISSUED BY THE BUILDING INSPECTOR. THE ADMINISTRATIVE FEE FOR WORK PROGRESSED OR COMPLETED WITHOUT A PERMIT IS 12% OF THE TOTAL COST OF CONSTRUCTION WITH A MINIMUM FEE OF $750.00**

**APPLICANT’S SUBMISSION TO THE BUILDING DEPARTMENT MUST INCLUDE:**

1. A properly completed application with notarized signatures where indicated.
2. Application filing fee:  
   - Residential = $100.00 / Commercial = $250.00  
   (Application fees are non-refundable)
3. Your contractor’s valid Westchester County Home Improvement License.
4. Your contractor’s valid proof of liability insurance.  
   (Village of Rye Brook must be listed as certificate holder)
5. Your contractor’s valid proof of workers compensation insurance.  
   (Form # C105.2 or Form # U26.3 / or NY State Workers Compensation Waiver)
6. Permit fee;  
   - Residential = $18.00 / $1,000.00 of Construction Cost with a minimum fee of $150.00.  
   - Commercial = $25.00 / $1,000.00 of Construction Cost with a minimum fee of $275.00.

**HOURS FOR OPERATION OF CONSTRUCTION EQUIPMENT**

- **Weekdays:** 8:00am to 6:00pm or dusk, whichever is earlier
- **Saturdays:** 9:00am to 4:00pm.
- **Sunday & Holidays:** OPERATION OF CONSTRUCTION EQUIPMENT NOT ALLOWED

**N.Y. State Building Codes for Re-Roofing 1 & 2 Family Dwellings:**

**§N1109.1.1.** When sheathing is removed or replaced during re-roofing exposing the roof cavity and the roof cavity is devoid of insulation, the roof cavity shall be insulated such that the thermal envelope of the ceiling complies with the requirements of the International Energy Code for new construction. (R-49)

**§R905.1.2.** Ice barrier shall be applied to the sheathing such that it extends from the lowest edges of all roof surfaces to a point measured 24” perpendicular from the inside of the exterior wall of the building.

Please keep these instruction sheets throughout the duration of the job for reference.
ROOF PERMIT APPLICATION

Application dated: _______________ is hereby made to the Building Inspector of the Village of Rye Brook, NY, for the issuance of a Permit to Re-Roof an Existing Building, as per detailed statement described below.

1. Job Address: ________________________________________________ SBL: _______________________ Zone: ________
   Property Owner: ___________________________________________ Address: __________________________
   Phone #: __________________________ Cell #: __________________________ email: __________________________

2. Applicant: ___________________________________________ Address: __________________________
   Phone #: __________________________ Cell #: __________________________ email: __________________________

3. Roofing Contractor: ___________________________________ Address: __________________________
   Phone #: __________________________ Cell #: __________________________ email: __________________________

4. Job Description, list all Methods & Materials: _______________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________

5. Estimated Cost of Job: _________________________ (NOTE: The estimated cost shall include all site improvements, labor, material, scaffolding, fixed equipment, professional fees, and material and labor which may be donated gratis.)

6. If corner property, indicate street frontage: __________________________________________________________________________

7. Construction Type: ___________________________ NYS Construction Class: ___________________________

8. Number of stories: ___________________________ Height: ___________________________

9. Is garage being re-roofed: No: ( ) • Yes: ( ) Attached No: ( ) • Yes: ( ) Number of Cars: ___________________________

10. Is roof peaked, hip, mansard, flat, etc: __________________________________________________________________________

11. Estimated date of completion: ___________________________

-1-
Please note that this application must include the notarized signature(s) of the legal owner(s) of the above-mentioned property, in the space provided below. Any application not bearing the legal property owner's notarized signature(s) shall be deemed null and void, and will be returned to the applicant.

******************************************************************************

STATE OF NEW YORK, COUNTY OF WESTCHESTER    ) as:

_________________________________, being duly sworn, deposes and states that he/she is the applicant above named,

(print name of individual signing as the applicant)

and further states that (s)he is the legal owner of the property to which this application pertains, or that (s)he is the

______________________________

(indicate architect, contractor, agent, attorney, etc.) for the legal owner and is duly authorized to make and file this application.

That all statements contained herein are true to the best of his/her knowledge and belief, and that any work performed, or use conducted at the above captioned property will be in conformance with the details as set forth and contained in this application and in any accompanying approved plans and specifications, as well as in accordance with the New York State Uniform Fire Prevention & Building Code, the Code of the Village of Rye Brook and all other applicable laws, ordinances and regulations.

Sworn to before me this ________________

day of ______________________, 20_____

______________________________  
Signature of Property Owner

______________________________
Print Name of Property Owner

______________________________
Notary Public

Sworn to before me this ________________

day of ______________________, 20_____

______________________________  
Signature of Applicant

______________________________
Print Name of Applicant

______________________________
Notary Public
APPLICATION FOR CERTIFICATE OF OCCUPANCY, CERTIFICATE OF COMPLIANCE, AND CERTIFICATION OF FINAL COSTS

TO BE SUBMITTED ONLY UPON COMPLETION OF ALL WORK, AND PRIOR TO THE FINAL INSPECTION

Address: __________________________________________________________________________________________
Occupancy / Use: ______________ Parcel ID #:__________________________________________ Zone: ___________
Owner: ____________________________________________ Address: _______________________________________
P.E./R.A. or Contractor: _______________________________Address: _______________________________________
Person in responsible charge: ___________________________Address: _______________________________________

Application is hereby made and submitted to the Building Inspector of the Village of Rye Brook for the issuance of a Certificate of Occupancy / Certificate of Compliance for the structure/construction/alteration herein mentioned in accordance with law:

STATE OF NEW YORK, COUNTY OF WESTCHESTER as:

______________________________               ______________________________
(Print Name of Applicant)                 (No. and Street)
for the construction or alteration of: __________________________________________________________________________________
_______________________________________________________________________________________________________________

Deponent further states that he/she has examined the approved plans of the structure/work herein referred to for which a Certificate of Occupancy / Compliance is sought, and that to the best of his/her knowledge and belief, the structure/work has been erected/completed in accordance with the approved plans and any amendments thereto except in so far as variations therefore have been legally authorized, and as erected/completed complies with the laws governing building construction. Deponent further understands that it shall be unlawful for an owner to use or permit the use of any building or premises or part thereof hereafter created, erected, changed, converted or enlarged, wholly or partly, in its use or structure until a Certificate of Occupancy or Certificate of Compliance shall have been duly issued by the Building Inspector as per §250-10.A. of the Code of the Village of Rye Brook.

Sworn to before me this ______________
day of __________________, 20____

Signature of Property Owner

Print Name of Property Owner

Notary Public

6/1/2024