

# ADMINISTRATIVE EXTERIOR BUILDING PERMIT

## APPLICATION, INSTRUCTIONS & PROCEDURES

FOR EXTERIOR WORK WHICH DOES NOT REQUIRE APPROVAL FROM THE VILLAGE ARCHITECTURAL REVIEW BOARD

**BUILDING DEPARTMENT**  
VILLAGE OF RYE BROOK  
938 KING STREET, RYE BROOK, NY 10573  
(914) 939-0668  
[www.ryebrook.org](http://www.ryebrook.org)

**DO NOT START 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 INITIAL SUBMISSION TO THE BUILDING DEPARTMENT MUST INCLUDE:

1. A properly completed application with notarized signatures where indicated.
2. Application filing fee: Residential = **\$75.00** / Commercial = **\$250.00** (Application fees are non-refundable)
3. H.O.A. Approval Letter if applicable.
4. Two (2) sets of a scaled dimensioned site plan; one (1) full size, (*max 36"x42"*) and one (1) 11"x17", depicting the location of all existing and proposed buildings and/or addition, alteration, repair, including proposed elevations & floor plans and all existing and proposed property setbacks, with fully dimensioned construction drawings & schematics.  
**Plans must be signed & sealed by a NY State Registered Architect or NY State Licensed Professional Engineer.**
5. Two (2) copies of a recent survey of the subject property.  
(A topographic survey is required for any proposed re-grading or work in a steep slope as defined by Village Code. Please note that an as-built survey may be required upon completion of the proposed work).

### PRIOR TO ISSUANCE OF THE PERMIT THE APPLICANT MUST SUBMIT:

1. Full payment of the building permit fee. (see permit fee schedule below)
2. Your contractor's valid Westchester County Home Improvement License.
3. Your contractor's valid proof of liability insurance. (Village of Rye Brook must be listed as certificate holder)
4. Your contractor's valid proof of workers compensation insurance.  
(Form # C105.2 or Form # U26.3 / or NY State Workers Compensation Waiver)
5. The "Call Before You Dig" (code 53) Number.
6. Fire sprinkler systems are required for all new buildings, for additions & alterations to commercial buildings and when finishing a third (3<sup>rd</sup>) floor in a 1 or 2 family dwelling. Any installation of a new, or modification to an existing fire suppression system, (*fire sprinkler system, ANSL system, FM-200 system, Type I Hood, etc...*) requires a separate Automatic Fire Suppression System Permit Application & two (2) sets of engineered plans; one (1) full size, (*max 36"x42"*) and one (1) 11"x17". Fire sprinkler plans must be approved by the Building Inspector prior to the issuance of any permit, and Westchester County Department of Health approval is required for the fire sprinkler system's backflow prevention device.

### BUILDING PERMIT FEE SCHEDULE:

**Commercial: \$25.00 / \$1000.00 of construction cost with a minimum fee of \$275.00.**

**Residential: Fee A For new construction/additions less that 800 sq. ft. in size and alterations, decks, patios or other work: **\$15.00 / \$1000.00 of construction cost with a minimum fee of \$100.00.****

**Fee B For new construction/additions 800 sq. ft. in size or greater;  
**Total Gross Floor Area x \$300.00 x \$15.00 / \$1000.00 plus any alteration fees from Fee A above.****

## **EXPIRATIONS, CODES & REGULATIONS:**

“A building permit application that is dormant or otherwise inactive shall be deemed abandoned twelve months after the date of its submission to the building department.”

§91-2.1. Code of the Village of Rye Brook

“A building permit shall expire six months after its date of issuance if construction has not commenced. If construction has commenced within the six month period as set forth in this subsection, the building permit shall expire 12 months after its date of issuance if all of the proposed work has not been completed or a temporary certificate of occupancy has not been issued. Construction shall be deemed to have commenced when significant construction work on the project, as described on the building permit, has been performed. The Building Inspector shall have the authority to determine whether construction has commenced, and his or her decision shall be final.”

§91-2.b. Code of the Village of Rye Brook

Please note that should you fail to properly close out your permit prior to the expiration date in accordance with the law, you will be liable for the **\$500.00** Administrative Fee in connection with all expired Building Permits issued after January 1, 2003. Please note that this Administrative Fee applies to each individual permit and must be remitted in addition to any other required fees associated with closing the permit, as well as any court imposed fines should a summons be issued.

## **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**

- **Holidays Include:** News Year Day, January 1<sup>st</sup>; President’s Day, 3<sup>rd</sup> Monday in February; Memorial Day, last Monday in May; Independence Day, July 4<sup>th</sup>; Labor Day, 1<sup>st</sup> Monday in September; Thanksgiving Day, 4<sup>th</sup> Thursday in November; Christmas Day, December 25<sup>th</sup>; (when the holidays set forth fall on a Sunday, the holiday is observed the next day).  
§158-4. Code of the Village of Rye Brook.

It shall be the responsibility of the applicant, owner, or person in responsible charge to notify the Building Department at least 48 hours in advance to schedule all required inspections for site work, footings, foundation, drainage, framing, plumbing, electrical, fire blocking, fire suppression, insulation, final or any other required inspection. Please note that electrical inspections are performed by the Village’s third-party electrical inspection agency and must be scheduled by your licensed electrician. Electrical certificates, C/O application & fees and the final survey must be submitted prior to scheduling the final inspection.

**“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 shall have been issued by the Building Inspector”**

§250-10.A. Code of the Village of Rye Brook

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

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**ADMINISTRATIVE EXTERIOR BUILDING PERMIT APPLICATION**  
**FOR EXTERIOR WORK WHICH DOES NOT REQUIRE VILLAGE ARCHITECTURAL REVIEW BOARD APPROVAL**

**FOR OFFICE USE ONLY:**

APPROVAL DATE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_ APPLICATION FEE: \_\_\_\_\_

APPROVAL SIGNATURE: \_\_\_\_\_ PERMIT FEES: \_\_\_\_\_

H.O.A. APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ OTHER: \_\_\_\_\_

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Application dated: \_\_\_\_\_ is hereby made to the Building Inspector of the Village of Rye Brook, NY, for the issuance of a Permit for the construction of buildings, structures, additions, alterations or for a change in use, as per detailed statement described below.

1. JobAddress: \_\_\_\_\_

2. Parcel ID#: \_\_\_\_\_ Zone: \_\_\_\_\_

3. Proposed Improvement (Describe in detail): \_\_\_\_\_

\_\_\_\_\_

4. Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ e-mail \_\_\_\_\_

List All Other Properties Owned in Rye Brook: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ e-mail \_\_\_\_\_

Architect: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ e-mail \_\_\_\_\_

Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ e-mail \_\_\_\_\_

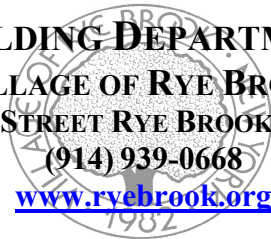
General Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ e-mail \_\_\_\_\_

5. Occupancy; (1-Fam., 2-Fam., Commercial., etc...)Pre- construction: \_\_\_\_\_ Post-construction: \_\_\_\_\_
6. Area of lot: Square feet: \_\_\_\_\_ Acres: \_\_\_\_\_
7. Dimensions from proposed building or structure to lot lines: front yard: \_\_\_\_\_ rear yard: \_\_\_\_\_  
right side yard: \_\_\_\_\_ left side yard: \_\_\_\_\_ other: \_\_\_\_\_
8. If building is located on a corner lot, which street does it front on: \_\_\_\_\_
9. Area of proposed building in square feet: Basement: \_\_\_\_\_ 1<sup>st</sup> fl: \_\_\_\_\_ 2<sup>nd</sup> fl: \_\_\_\_\_ 3<sup>rd</sup> fl: \_\_\_\_\_
10. Total Square Footage of the proposed new construction: \_\_\_\_\_
11. For additions, total square footage added: Basement: \_\_\_\_\_ 1<sup>st</sup> fl: \_\_\_\_\_ 2<sup>nd</sup> fl: \_\_\_\_\_ 3<sup>rd</sup> fl: \_\_\_\_\_
12. Total Square Footage of the proposed renovation to the existing structure: \_\_\_\_\_
13. N.Y. State Construction Classification: \_\_\_\_\_ N.Y. State Use Classification: \_\_\_\_\_
14. Construction Type & Location: ( ) Typical Western Lumber Frame; ( ) Timber Frame [TC]; ( ) Wood Truss [TT];  
( ) Pre-engineered wood [PW]; Located; ( ) Floor Framing [F]; ( ) Roof Framing [R]; ( ) Floor & Roof Framing [FR]; Other:  
\_\_\_\_\_
15. Number of stories: \_\_\_\_\_ Overall Height: \_\_\_\_\_ Median Height: \_\_\_\_\_
16. Basement to be full, or partial: \_\_\_\_\_, finished or unfinished: \_\_\_\_\_
17. What material is the exterior finish: \_\_\_\_\_
18. Roof style; peaked, hip, mansard, shed, etc: \_\_\_\_\_ Roofing material: \_\_\_\_\_
19. What system of heating: \_\_\_\_\_
20. If private sewage disposal is necessary, approval by the Westchester County Health Department must be submitted with this application.
21. Will the proposed project require the installation of a new, or an extension/modification to an existing automatic fire suppression system? (Fire Sprinkler, ANSL System, FM-200 System, Type I Hood, etc...) Yes: \_\_\_ No: \_\_\_  
*(if yes, applicant must submit a separate Automatic Fire Suppression System Permit application & 2 sets of detailed engineered plans)*
22. Will the proposed project disturb 400 sq. ft. or more of land, or create 400 sq. ft. or more of impervious coverage requiring a Stormwater Management Control Permit as per §217 of Village Code? Yes: \_\_\_ No: \_\_\_ Area: \_\_\_\_\_
23. Will the proposed project require a Site Plan Review by the Village Planning Board as per §209 of Village Code? Yes: \_\_\_ No: \_\_\_  
*(if yes, applicant must submit a Site Plan Application, & provide detailed drawings)*
24. Will the proposed project require a Steep Slopes Permit as per §213 of Village Code Yes: \_\_\_ No: \_\_\_  
*(if yes, you must submit a Site Plan Application, & provide a detailed topographical survey)*
25. Is the lot located within 100 ft. of a Wetland as per §245 of Village Code? Yes: \_\_\_ No: \_\_\_  
*(if yes, the area of wetland and the wetland buffer zone must be properly depicted on the survey & site plan)*
26. Is the lot or any portion thereof located in a Flood Plane as per the FIRM Map dated 9/28/07? Yes : \_\_\_ No: \_\_\_  
*(if yes, the area and elevations of the flood plane must be properly depicted on the survey & site plan)*
27. Will the proposed project require a Tree Removal Permit as per §235 of Village Code? Yes: \_\_\_ No: \_\_\_  
*(if yes, applicant must submit a Tree Removal Permit Application)*
28. Does the proposed project involve a Home-Occupation as per §250-38 of Village Code? Yes: \_\_\_ No: \_\_\_  
Indicate: TIER I: \_\_\_ TIER II: \_\_\_ TIER III: \_\_\_ *(if yes, a Home Occupation Permit Application is required)*
29. What is the total estimated cost of construction: \$ \_\_\_\_\_ Note: estimated cost shall include all site improvements, labor, material, scaffolding, fixed equipment, professional fees, including any material and labor which may be donated gratis. If the final cost exceeds the estimated cost, an additional fee will be required prior to issuance of the C/O.
30. Estimated date of completion: \_\_\_\_\_

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**AFFIDAVIT OF COMPLIANCE**  
**VILLAGE CODE §216 • STORM SEWERS AND SANITARY SEWERS**

**THIS AFFIDAVIT MUST BEAR THE NOTARIZED SIGNATURE OF THE LEGAL PROPERTY OWNER AND BE SUBMITTED ALONG WITH ANY BUILDING OR PLUMBING PERMIT APPLICATION. ANY BUILDING OR PLUMBING PERMIT APPLICATION SUBMITTED WITHOUT THIS COMPLETED AND NOTARIZED FORM WILL BE RETURNED TO THE APPLICANT.**

STATE OF NEW YORK, COUNTY OF WESTCHESTER ) as:

I, \_\_\_\_\_, residing at, \_\_\_\_\_  
(Print name) (Address where you live)

being duly sworn, deposes and states that (s)he is the applicant above named, and further states that (s)he is the legal owner of the property to which this Affidavit of Compliance pertains at;

\_\_\_\_\_, Rye Brook, NY.  
(Job Address)

Further that all statements contained herein are true, and that to the best of his/her knowledge and belief, that there are no known illegal cross-connections concerning either the storm sewer or sanitary sewer, and further that there are no roof drains, sump pumps, or other prohibited stormwater or groundwater connections or sources of inflow or infiltration of any kind into the sanitary sewer from the subject property in accordance with all State, County and Village Codes.

\_\_\_\_\_  
(Signature of Property Owner(s))

\_\_\_\_\_  
(Print Name of Property Owner(s))

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**This application must be properly completed in its entirety by a N.Y. State Registered Architect or N.Y. State Licensed Professional Engineer & signed by those professionals where indicated. It must also include the notarized signature(s) of the legal owner(s) of the subject property, and the applicant of record in the spaces provided. Any application not properly completed in its entirety and/or not properly signed shall be deemed null and void, and will be returned to the applicant. Please note that application fees are non-refundable.**

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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 \_\_\_\_\_ for the legal owner and is duly authorized to make and file this application.

(indicate architect, contractor, agent, attorney, etc.)

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. By signing this application, the property owner further declares that he/she has inspected the subject property, and that to the best of his/her knowledge there are no roof drains, sump pumps or other prohibited stormwater or groundwater connections or sources of infiltration into the sanitary sewer system on or from the subject property.

Sworn to before me this \_\_\_\_\_

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public