

**DEMOLITION PERMIT**  
**APPLICATION, INSTRUCTIONS & PROCEDURES**  
**BUILDING DEPARTMENT**  
**VILLAGE OF RYE BROOK**  
938 KING STREET, RYE BROOK, NY 10573  
PHONE (914) 939-0668 / FAX (914) 939-5801  
[www.ryebrook.org](http://www.ryebrook.org)

**DO NOT START DEMOLITION UNTIL A PERMIT HAS BEEN ISSUED BY THE BUILDING INSPECTOR**

**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. A current survey of the entire property including all easements and adjacent structures.
4. One full size and one scaled 11" x 17" set of fully dimensioned plans signed & sealed by a NY State Registered Architect or NY State Licensed Professional Engineer depicting all existing & proposed conditions, proposed staging and demolition methodology. The site plan must accurately locate all utilities and depict all site protection including but not limited to; silt & safety fencing, barricades, dust control, vehicle and/or pedestrian traffic control, waste removal, site restoration, and anything else deemed relevant by the Building Inspector.  
(maximum allowable plan size is 36" x 42")
5. An electronic copy (disc) of all materials submitted.

**PRIOR TO ISSUANCE OF THE PERMIT, THE APPLICANT MUST SUBMIT THE FOLLOWING:**

1. Full payment of the demolition permit fee;  
Residential = **\$15.00 / \$1,000.00** of demolition cost with a minimum fee of **\$100.00**.  
Commercial = **\$25.00 / \$1,000.00** of demolition cost with a minimum fee of **\$275.00**.
2. Your contractor's valid Westchester County Home Improvement License. (if applicable)
3. Your contractor's valid proof of liability insurance.  
(Village of Rye Brook must be listed as certificate holder on the insurance form)
4. Your contractor's valid proof of workers compensation insurance.  
(Form # C105.2 or Form # U26.3 / or NY State Workers Compensation Waiver)
5. Affidavits from all utility companies verifying disconnection of services.  
(electricity, natural gas, water, etc...)
6. An affidavit from a licensed hazardous materials abatement specialist listing all haz-mats present, methods of removal, and a notarized letter of completion upon removal of same.  
(haz-mats could include; asbestos, underground or above-ground fuel storage tanks, etc...)
7. An affidavit from a licensed exterminator certifying that any infestation has been eliminated.

**ALL SITE PROTECTION & DUST CONTROL MEASURES MUST BE IN PLACE, ALL GLASS MUST BE REMOVED FROM THE STRUCTURE BY HAND, AND A SITE INSPECTION MUST BE PERFORMED BY THE BUILDING DEPARTMENT PRIOR TO COMMENCING DEMOLITION.**

**HOURS FOR OPERATION OF CONSTRUCTION/DEMOLITION EQUIPMENT**

Weekdays: 8:00am to 6:00pm or dusk, whichever is earlier.

Saturdays: 9:00am to 4:00pm.

**Sunday & Holidays: OPERATION OF CONSTRUCTION/DEMOLITION EQUIPMENT NOT ALLOWED**

*\*(Holidays Include: New 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, any outstanding fees and the final survey if required must be submitted to the Building Department prior to scheduling the final inspection.

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**DEMOLITION PERMIT APPLICATION**

**FOR OFFICE USE ONLY:**

Approval Date: \_\_\_\_\_ Permit #: \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Permit Fees: \$ \_\_\_\_\_

Disapproved: \_\_\_\_\_ Other: \_\_\_\_\_

\*\*\*\*\*

Application dated: \_\_\_\_\_ is hereby made to the Building Inspector of the Village of Rye Brook, NY, for the issuance of a Permit for the interior alteration of an existing building, or for a change in use, as per detailed statement described below.

1. Job Address: \_\_\_\_\_ SBL: \_\_\_\_\_ Zone: \_\_\_\_\_
2. Proposed Demolition. (Describe in detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_  
Applicant: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_  
Architect/Engineer: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_  
General Contractor: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_
4. Estimated cost of construction \$ \_\_\_\_\_  
(NOTE: The estimated cost shall include all labor, material, scaffolding, fixed equipment, professional fees, and material and labor which may be donated gratis.)
5. Type of construction: (wood frame, masonry, steel, etcí ) \_\_\_\_\_
6. Method(s) of Demolition: \_\_\_\_\_
7. Number & Location of Fuel Oil Tanks to be Removed: \_\_\_\_\_
8. Number of Stories: \_\_\_\_\_ Height to Highest Ridge: \_\_\_\_\_ To Highest Chimney: \_\_\_\_\_
9. Estimated date of completion: \_\_\_\_\_

**This application must be properly completed in its entirety and must 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.**

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.

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

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**For office use only:**

PERMIT # \_\_\_\_\_

ISSUED: \_\_\_\_\_

DATE: \_\_\_\_\_

FEE: \_\_\_\_\_ PAID ☐

**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:

\_\_\_\_\_ being duly sworn, deposes and says that he/she resides at \_\_\_\_\_  
(Print Name of Applicant) (No. and Street)

in \_\_\_\_\_, in the County of \_\_\_\_\_ in the State of \_\_\_\_\_, that  
(City/Town/ Village)

he/she has supervised the work at the location indicated above, and that the actual total cost of the work, including all site improvements, labor, materials, scaffolding, fixed equipment, professional fees, and including the monetary value of any materials and labor which may have been donated gratis was: \$ \_\_\_\_\_,

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

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

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

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

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

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



**IF YOU'RE NOT  
LEAD-SAFE CERTIFIED,  
DISTURBING  
JUST SIX  
SQUARE FEET  
COULD COST YOU  
BIG TIME.**

**GET LEAD-SAFE CERTIFIED BY APRIL 22, 2010.**



**If you're working on homes, schools or day care centers built pre-1978, you now must be EPA Lead-Safe Certified.**

## **WHAT**

The Lead-Based Paint Renovation, Repair and Painting (RRP) rule is a federal regulatory program affecting anyone who disturbs painted surfaces where lead may be present.

- Submit an application to certify your firm for five years.
- A one-day class will certify your renovators for five years.
- Learn the required steps to contain the work area, minimize dust and thoroughly clean up every day.

## **WHO**

- Any contractor, including renovators, electricians, HVAC specialists, plumbers, painters and maintenance staff, who disrupts more than six square feet of lead paint in pre-1978 homes, schools, day care centers and other places where children spend time.

## **WHY**

1. Avoid risk of government fines and civil liability:
  - Without certification and by not following approved practices, you and your company can face tens of thousands of dollars in fines and put yourself and your company at risk of potential lawsuits.
2. Protect your workers, yourself and your customers from a health risk:
  - Dust from renovation, repairs and painting can contaminate an entire home and, if inhaled or ingested, can cause irreversible damage to children and adults.
3. Gain competitive advantage:
  - Certification makes you stand out from others and positions you as a professional contractor consumers can trust. Using your company's certification in your marketing materials may help attract business.
  - Consumers will look for the certification before hiring contractors and may be more accepting of additional costs and time associated with doing the job safely.
  - Upon certification of your firm, your company will be listed as a Lead-Safe Certified Contractor on the EPA website, giving your firm the potential for new customers.

## **WHERE**

**To find an accredited trainer in your local area or get additional info, go to [epa.gov/getleadsafe](http://epa.gov/getleadsafe) or call 800-424-LEAD.**

## **WHEN**

**Now** – Certification requirements begin April 22, 2010.