

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

Applicants seeking an exterior building permit must first obtain approval from the Village of Rye Brook Architectural Review Board (ARB). A representative of the applicant must be present at the ARB meeting which is held on the 3<sup>rd</sup> Wednesday of every month, 7:30 p.m. at Village Hall in the main meeting room. Applications must be submitted to the Building Department by no later than the 1<sup>st</sup> Wednesday of the month in order to be considered for that month's agenda. Please note that the agendas are limited to ten (10) applications per month. Once your application receives ARB approval, it must then be reviewed by the Building Inspector for compliance with all applicable state and local building codes, and for issuance of the permit.

**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 & A MAXIMUM OF \$6,000.00**

**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. Completed & Signed Application Check List
4. Two (2) sets of dimensioned plans, (**one full size {maximum allowable plan size = 36" x 42"}** and **one 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. 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. (**one full size {maximum allowable plan size = 36" x 42"}** and **one 11"x17"**) [A topographic survey is required for any proposed re-grading or work in a steep slope as defined by Village Code]
6. Photographs showing front & side views of the existing property as well as photographs of properties on either sides and across the street.
7. Samples of Materials and Finishes. (Sample boards may be presented at the meeting)
8. One electronic (disc) copy of all materials submitted.

**FOLLOWING APPROVAL BY THE ARB, THE APPLICANT MUST SUBMIT THE FOLLOWING:**

1. Full payment of the building permit fee. (see permit fee schedule on the following page)
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. Two (2) sets of sealed construction drawings; (**one full size {max. allowable plan size = 36" x 42"}** and **one 11"x17"**),
7. 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 installations of a new, or modification to an existing fire suppression system, (fire sprinkler system, ANSL system, FM-200 system, Type I Hood, etc...) require a separate Automatic Fire Suppression System Permit application & two (2) sets of engineered plans. 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 than 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 \$225.00 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: NO CONSTRUCTION ACTIVITY 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 & 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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**ARCHITECTURAL REVIEW BOARD CHECK LIST FOR APPLICANTS**

**This form must be completed and signed by the applicant of record and a copy shall be submitted to the Building Department prior to attending the ARB meeting. Applicants failing to submit a copy of this check list will be removed from the ARB agenda.**

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

Parcel ID #: \_\_\_\_\_ Zone: \_\_\_\_\_

Proposed Improvement (Describe in detail):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Phone # \_\_\_\_\_

Applicant appearing before the Board:

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

Phone # \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

Phone # \_\_\_\_\_

Date of Submission: \_\_\_\_\_

**APPLICANT CHECK LIST:**

**MUST BE COMPLETED BY THE APPLICANT**

The following items must be submitted to the Building Department by the applicant - no exceptions.

1. ( ) Completed Application
2. ( ) Two (2) sets of sealed plans. (one full size {maximum allowable plan size = 36" x 42"} and one 11"x17")
3. ( ) Two (2) copies of the property survey.
4. ( ) Two (2) copies of the proposed site plan.
5. ( ) One electronic/disc copy of the complete application materials.
6. ( ) Filing Fee.
7. ( ) Any supporting documentation.
8. ( ) HOA approval letter. (if applicable)
9. ( ) Photographs.
10. ( ) Samples of finishes /color chart. (a sample board or model may be presented the night of the meeting)

***By signature below, the owner/applicant acknowledges that he/she has read the complete Building Permit Instructions & Procedures, and that their application is complete in all respects. The Board of Review reserves the right to refuse to hear any application not meeting the requirements contained herein.***

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:**

**Approval Date:** \_\_\_\_\_ **Permit #** \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_

**Disapproved:** \_\_\_\_\_

BOT Approval Date: \_\_\_\_\_ Case # \_\_\_\_\_

PB Approval Date: \_\_\_\_\_ Case # \_\_\_\_\_

ZBA Approval Date: \_\_\_\_\_ Case # \_\_\_\_\_

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

**Application Fee:** \_\_\_\_\_ **Permit Fees:** \_\_\_\_\_

Application # \_\_\_\_\_

**ARCHITECTURAL REVIEW BOARD:**

Date: \_\_\_\_\_

Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**EXTERIOR BUILDING PERMIT APPLICATION**

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. Number of stories: \_\_\_\_\_ Overall Height: \_\_\_\_\_ Median Height: \_\_\_\_\_
15. Basement to be full, or partial: \_\_\_\_\_, finished or unfinished: \_\_\_\_\_
16. What material is the exterior finish: \_\_\_\_\_
17. Roof style; peaked, hip, mansard, shed, etc: \_\_\_\_\_ Roofing material: \_\_\_\_\_
18. What system of heating: \_\_\_\_\_
19. If private sewage disposal is necessary, approval by the Westchester County Health Department must be submitted with this application.
20. 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)
21. 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:** \_\_\_\_\_
22. 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)
23. 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)
24. 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)
25. 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)
26. 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)
27. 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)
28. List all zoning variances granted or denied for the subject property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
29. What is the total estimated cost of construction: \$ \_\_\_\_\_ **Note:** The 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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**RESIDENTIAL LOT AREA COVERAGE**

**Address:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**PERMITTED COVERAGE RATIOS IN RESIDENTIAL DISTRICTS (Local Law 3-88)**

YOUR ZONE (CHECK)	ZONE DISTRICT	AREA IN SQ. FEET	MAIN BLDG. MAX.	ACCESS. BLDG.	DECK MAX.
	R-35	35,000	14%	4%	5%
	R-25	25,000	14%	3.5%	4%
	R-20	20,000	14%	3.5%	4%
	R-15	15,000	16%	3.5%	4%
	R-15A	15,000	12%	3.5%	4%
	R-12	12,500	17%	4%	4%
	R-10	10,000	20%	4.5%	3.5%
	R-7	7,500	23%	4.5%	3.5%
	R-5	5,000	30%	5%	3.5%
	R-2F	5,000	30%	5%	3.5%

	<b><u>Existing:</u></b>	<b><u>Proposed:</u></b>
<b>1. AREA OF LOT</b>	_____ Sq. Ft.	_____ Sq. Ft.
<b>2. AREA OF HOUSE</b>		
a. Coverage of Main Building (Including Attached Garage or Accessory Building)	_____ Sq. Ft.	_____ Sq. Ft.
b. Area of 1 <sup>st</sup> Floor Divided By Area of Lot x 100	_____ %	_____ %
<b>3. AREA OF ACCESSORY BUILDING</b> (Includes Detached Garages, Tool Shed, Playhouses)	_____ Sq. Ft.	_____ Sq. Ft.
a. Coverage of Accessory Building Area of Accessory Building Divided By Area of Lot x 100	_____ %	_____ %
<b>4. AREA OF DECK</b>	_____ Sq. Ft.	_____ Sq. Ft.
a. Coverage of Deck Area of Deck Divided By Area of Lot x 100	_____ %	_____ %

I attest to the best of my knowledge and belief, the above information is correct.

\_\_\_\_\_  
Architect's Signature

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## **IMPERVIOUS COVERAGE RATIOS RESIDENTIAL DISTRICTS**

**Address:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

**IMPERVIOUS SURFACES** (Definition): All buildings, as defined herein, and all areas on the ground or elevated above the ground which are comprised of materials through which water cannot readily flow, including, but not limited to asphalt, concrete, masonry, wood, gravel and clay, and which consist of elements including, but not limited to, court yards, sports courts, swimming pools, patios, sidewalks, ramps, terraces and driveways.

LOT AREA (sq.ft.)	TOTAL MAXIMUM PERMITTED COVERAGE BY IMPERVIOUS SURFACES	
	For Base Lot Area (sq.ft.)*	For Lot Area Over Base Lot Area (%)
0 to 4,000	0	55
4,001 to 6,000	2,200	35
6,001 to 12,000	2,900	27
12,001 to 16,000	4,520	26
16,001 to 20,000	5,560	25
20,001 to 30,000	6,560	24
30,001 to 40,000	8,960	23
40,001 & larger	11,260	22

Zoning District	MAX. PERMITTED IMPERVIOUS COVERAGE IN FRONT YARD (%)
R-35	15
R-25	20
R-20	30
R-15	35
R-15A	35
R-12	40
R-10	45
R-7	40
R-5	30
R2-F	30

**\*\*Base Lot Area** is the minimum end of the lot size range in the "Lot Area" column

Area of lot: _____ sq.ft.	Existing	Allowed	Proposed
<b>Total</b> impervious coverage =	Sq.ft.	Sq. ft.	Sq.ft.
<b>Front</b> impervious coverage =	%	%	%

I attest to the best of my knowledge and belief, the above information is correct.

\_\_\_\_\_  
Architect's Signature

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**BULK REGULATIONS IN RESIDENTIAL DISTRICTS**

Address: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**MAXIMUM GROSS FLOOR AREA**

**USE FORMULA:** Maximum Gross Floor Area = 4,000 + [ (Lot Area – 21,780) x 0.11478421 ]:

- a. Allowed = \_\_\_\_\_ Sq. Feet  
b. Existing = \_\_\_\_\_ Sq. Feet  
c. Proposed = \_\_\_\_\_ Sq. Feet

**HEIGHT/SETBACK RATIOS FOR RESIDENTIAL DISTRICTS**

DEFINITION: A standard designed to regulate the height of a building in relation to the average grade of the corresponding portion of the lot line from which it is set back. The ratio modifies the maximum permitted Height of Building by forming an inclined plane beginning at the average grade along the portion of the lot line from which the setback is measured and rising toward the building at the specified ratio above which no part of any building, other than minor architectural features such as chimneys, skylights and dormer windows not covering more than 10% of the entire roof area, shall be permitted to extend. Height and Setback shall be calculated using the formula; **Height / Setback = X**, where **X** is the required side or front yard ratio for the zoning district in which a property is located as specified in Article VIII of Chapter 250. A complete elevation view for the proposed improvement must be included on the drawings.

**FILL IN YOUR RATIOS:**

<b><i>ZONE</i></b>	<b><i>EXISTING</i></b>	<b><i>PROPOSED</i></b>	<b><i>REQUIRED</i></b>
<b><i>R-35</i></b>	FRONT: SIDE:	FRONT: SIDE:	FRONT: .44 SIDE: 1.20
<b><i>R-25</i></b>	FRONT: SIDE:	FRONT: SIDE:	FRONT: .48 SIDE: 1.30
<b><i>R-20</i></b>	FRONT: SIDE:	FRONT: SIDE:	FRONT: .60 SIDE: 1.60
<b><i>R-15</i></b>	FRONT: SIDE:	FRONT: SIDE:	FRONT: .60 SIDE: 1.60
<b><i>R-15A</i></b>	FRONT: SIDE:	FRONT: SIDE:	FRONT: .80 SIDE: 2.40
<b><i>R-12</i></b>	FRONT: SIDE:	FRONT: SIDE:	FRONT: .69 SIDE: 1.60
<b><i>R-10</i></b>	FRONT: SIDE:	FRONT: SIDE:	FRONT: .80 SIDE: 2.40
<b><i>R-7</i></b>	FRONT: SIDE:	FRONT: SIDE:	FRONT: .96 SIDE: 3.00
<b><i>R-5</i></b>	FRONT: SIDE:	FRONT: SIDE:	FRONT: 1.20 SIDE: 4.00
<b><i>R-2F</i></b>	FRONT: SIDE:	FRONT: SIDE:	FRONT: 1.20 SIDE: 4.00

I attest to the best of my knowledge and belief, the above information is correct.

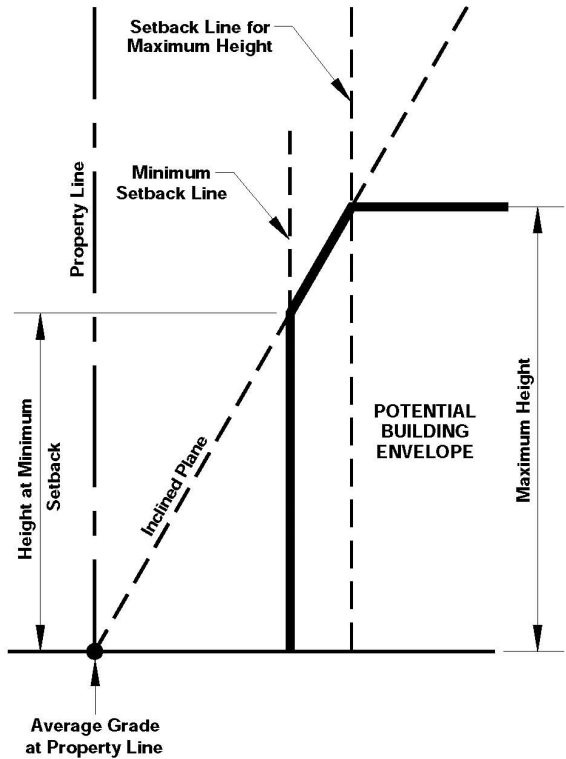
\_\_\_\_\_  
Architect's Signature

(5)

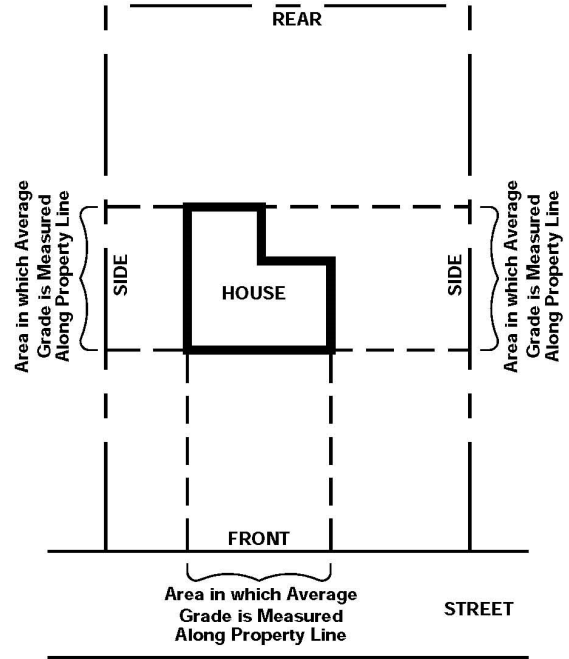
8/12/2021



## ILLUSTRATION OF HEIGHT / SETBACK RATIO



ELEVATION



PLAN

\*\*\*\*\*

**Table R301.2.(1) 2020 IRC**

### CLIMATIC & GEOGRAPHIC DESIGN CRITERIA FOR RESIDENTIAL DISTRICTS IN RYE BROOK

GROUND-SNOW LOAD	WIND SPEED (mph)	TOPOGRAPHIC WIND EFFECTS	SPECIAL WIND REGION	WIND-BOURNE DEBRIS ZONE	SEISMIC DESIGN CATEGORY	WEATHERING
20 psf	115/120	NO	NO	NO	D	SEVERE

FROST LINE DEPTH	TERMITE PROTECTION REQUIRED	WINTER DESIGN TEMP.	ICE BARRIER UNDERLAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP.
42"	YES	15	YES	FIRM MAP 36119C0279F 9/28/07	1000	52.2

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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 form must be properly completed & notarized by the Design Professional of record and the Property Owner. Failure to provide this completed form with your permit application will delay the permitting process.**

\*\*\*\*\*

**Notice of Utilization of Truss Type, Pre-Engineered Wood,  
or Timber Frame Construction.** (Title 19 Part 1264 & 1265 NYCRR)

To: The Building Inspector of the Village of Rye Brook.

From: \_\_\_\_\_

Subject Property: \_\_\_\_\_ SBL: \_\_\_\_\_ Zone: \_\_\_\_\_

**Please take notice that the subject;** ☐ **One or Two Family;** ☐ **Commercial,**

- ☐ New Structure
- ☐ Addition to an Existing Structure
- ☐ Rehabilitation to an Existing Structure

**to be constructed or performed at the subject property will utilize;**

- ☐ Truss Type Construction (TT)
- ☐ Pre-Engineered Wood Construction (PW)
- ☐ Timber Construction (TC)

**in the following location(s);**

- ☐ Floor Framing, including Girders & Beams (F)
- ☐ Roof Framing (R)
- ☐ Floor Framing and Roof Framing (FR)

Please note that prior to the issuance of the Certificate of Occupancy, the subject dwelling or building utilizing truss type, pre-engineered wood, or timber construction must be posted with a Truss Identification Sign, installed in conformance with NYCRR §1264 for Commercial Buildings, and NYCRR §1265 for One & Two Family Dwellings.

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 Design Professional

\_\_\_\_\_  
Print Name of Design Professional

\_\_\_\_\_  
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.**

\*\*\*\*\*

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

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

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

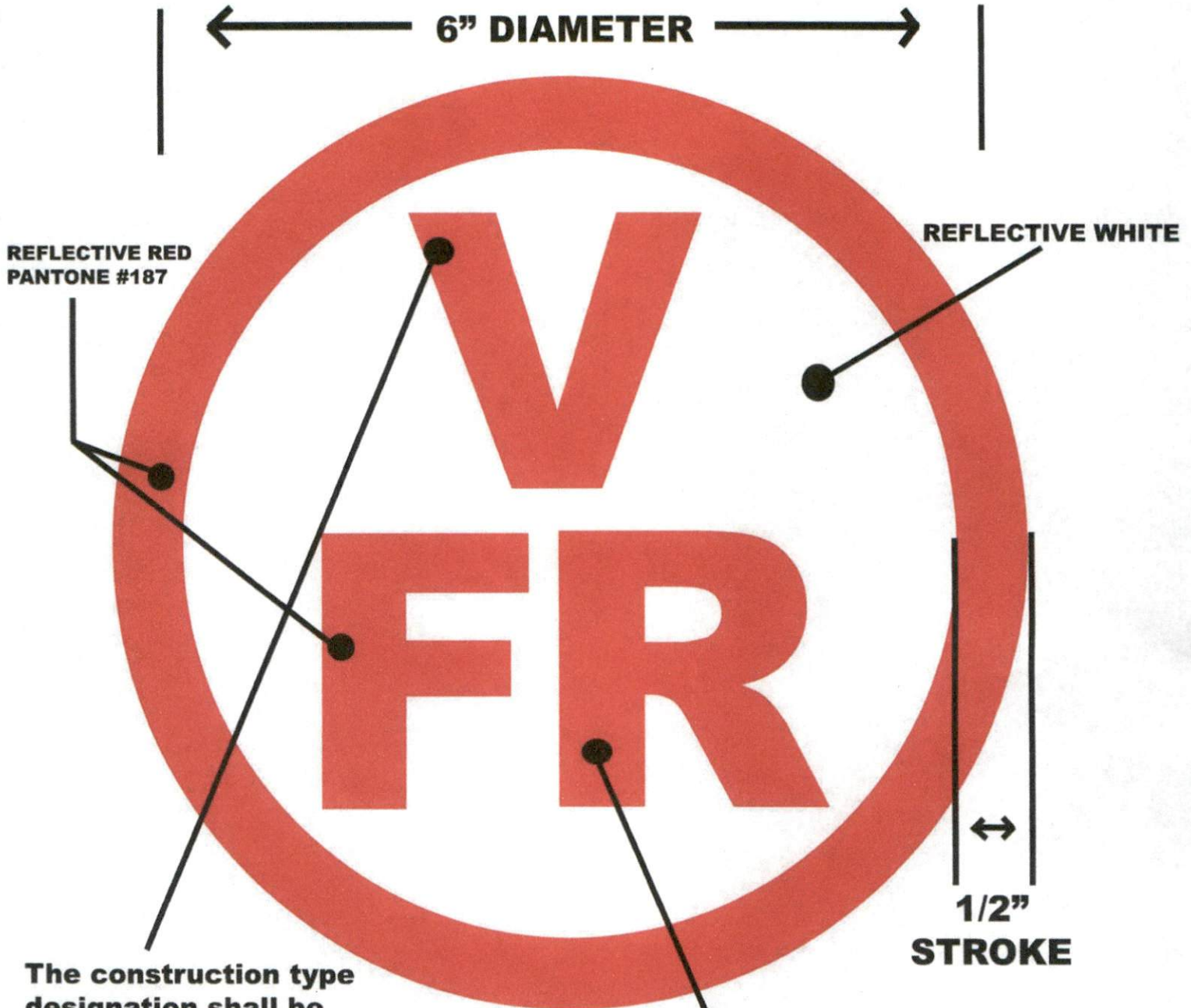
\_\_\_\_\_  
Signature of Applicant

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

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

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

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



The construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS

### DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS TYPE CONSTRUCTION



<b>"F"</b>	<b>FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS</b>
<b>"R"</b>	<b>ROOF FRAMING</b>
<b>"FR"</b>	<b>FLOOR AND ROOF FRAMING</b>



**One & Two Family Dwellings:**

**Section 1265.5. Sign or symbol.**

(a) When truss type construction, pre-engineered wood construction, and/or timber construction is utilized in the construction of a new residential structure or in an addition to or rehabilitation of an existing residential structure, such residential structure shall be identified by a sign or symbol in accordance with the provisions of this Part.

(b) The sign or symbol required by this Part shall be affixed to the electric box attached to the exterior of the residential structure; provided, however, that:

(1) if affixing the sign or symbol to the electric box would obscure any meter on the electric box, or if the utility providing electric service to the residential structure does not allow the sign or symbol to be affixed to the electric box, the sign or symbol shall be affixed to the exterior wall of the residential structure at a point immediately adjacent to the electric box; and

(2) if no electric box is attached to the exterior of the residential structure or if, in the opinion of the authority having jurisdiction, the electric box attached to the exterior of the building is not located in a place likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure, the sign or symbol required by this Part shall be affixed to the exterior of the residential structure in a location approved by the authority having jurisdiction as a location likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure.

(c) The sign or symbol required by this Part shall be affixed prior to the issuance of a certificate of occupancy or a certificate of compliance. The authority having jurisdiction shall not issue a certificate of occupancy or certificate of compliance until the sign or symbol required by this Part shall have been affixed.

(d) The property owner shall be responsible for maintaining the sign or symbol required by this Part and shall promptly replace any such sign or symbol that is affixed to an electric box when any change or modification is made to such electric box. The property owner shall promptly replace the sign or symbol required by this Part if such sign or symbol is removed or becomes damaged, faded, worn or otherwise less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure. The property owner shall keep the area in the vicinity of the sign or symbol required by this Part clear of all plants, vegetation, and other obstructions that may hide or obscure such sign or symbol or otherwise cause such sign or symbol to be less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure.

(e) The sign or symbol indicating the utilization of truss type construction, pre-engineered wood construction and/or timber construction shall comply with the requirements of this subdivision.

(1) The sign or symbol shall consist of a circle six inches (152.4 mm) in diameter, with a stroke width of 1/2 inch (12.7 mm). The background of the sign or symbol shall be reflective white in color. The circle and contents shall be reflective red in color, conforming to Pantone matching system (PMS) #187.

(2) The sign or symbol shall be of sturdy, non-fading, weather-resistant material; provided, however, that a sign or symbol applied directly to a door or sidelight may be a permanent non-fading sticker or decal.

(3) The sign or symbol shall contain an alphabetic construction type designation to indicate the construction type of the residential structure, as follows:

(i) if the residential structure is subject to the provisions of the RCNYS, the construction type designation shall be "V" and

(ii) if the residential structure is subject to the provisions of the BCNYS, the construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS.

(4) The sign or symbol shall contain an alphabetic location designation to indicate the location(s) containing truss type construction, pre-engineered wood construction and/or timber construction structural components, as follows:

(i) "F" shall mean floor framing, including girders and beams;

(ii) "R" shall mean roof framing; and

(iii) "FR" shall mean floor framing and roof framing.

(5) The construction type designation shall be placed at the 12 o'clock position of the sign or symbol, over the location designation, which shall be placed at the six o'clock position of the sign or symbol.



## **Commercial Buildings :**

### **§1264.4 Identification of truss type construction.**

- (a) Truss type construction shall be identified by a sign or signs in accordance with the provisions of this Part.
- (b) Signs shall be affixed where a building or a portion thereof is classified as Group A, B, E, F, H, I, M, or S occupancy, and in hotels and motels classified as Group R-1 or R-2 occupancy, in accordance with the provisions for the classification of buildings set forth in chapter 3 of the Building Code of New York State (see 19 NYCRR Part 1221).
- (c) Signs shall be provided in newly constructed buildings that utilize truss type construction and in existing buildings where an addition that extends or increases the floor area of the building utilizes truss type construction. Signs shall be affixed prior to the issuance of a certificate of occupancy or a certificate of compliance.
- (d) Signs identifying the existence of truss construction shall consist of a circle 6 inches (152.4 mm) in diameter, with a stroke width of ½ inch (12.7 mm). The sign background shall be reflective white in color. The circle and contents shall be reflective red in color, conforming to Pantone matching system (PMS) #187. Where a sign is directly applied to a door or sidelight, it may be a permanent non-fading sticker or decal. Signs not directly applied to doors or sidelights shall be of sturdy, non-fading, weather resistant material.
- (e) Signs identifying the existence of truss construction shall contain the roman alphanumeric designation of the construction type of the building, in accordance with the provisions for the classification of types of construction set forth in section 602 of the Building Code of New York State (see 19 NYCRR Part 1221), and an alphabetic designation for the structural components that are of truss construction, as follows: "F" shall mean floor framing, including girders and beams "R" shall mean roof framing "FR" shall mean floor and roof framing The construction type designation shall be placed at the twelve o'clock position over the structural component designation, which shall be placed at the six o'clock position.
- (f) Signs identifying the existence of truss construction shall be affixed in the locations specified in Table I-1264.

**TABLE I-1264 TRUSS IDENTIFICATION SIGN LOCATIONS**

<b>Sign location</b>	<b>Sign placement</b>
Exterior building entrance doors, exterior exit discharge doors, and exterior roof access doors to a stairway	Attached to the door, or attached to a sidelight or the face of the building, not more than 12 inches (305 mm) horizontally from the latch side of the door jamb, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface.
Exterior building entrance doors, exterior exit discharge doors, and exterior roof access doors to a stairway	Attached at each end of the row of doors and at a maximum horizontal distance of 12 feet (3.65M) between signs, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface.
Fire department hose connections	Attached to the face of the building, not more than 12 inches (305 mm) horizontally from the center line of the fire department hose connection, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface.



**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.

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

<b>For office use only:</b>	
PERMIT # _____	
ISSUED: _____	
DATE: _____	
FEE: _____	PAID <input type="checkbox"/>

**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