

**PERMANENT STANDBY BACKUP GENERATOR**  
**PERMIT APPLICATION & FILING INSTRUCTIONS**

BUILDING DEPARTMENT, VILLAGE OF RYE BROOK, NY

PHONE (914) 939-0668 FAX (914) 939-5801

[www.ryebrook.org](http://www.ryebrook.org)

**NOTE \* Generators proposed on commercial properties must receive approval from the Planning Board and Architectural Review Board in accordance with Village Code §250-4.1, and §209.**  
*(please contact the Building Department for further information)*

**APPLICANT'S INITIAL SUBMISSION TO THE BUILDING DEPARTMENT MUST INCLUDE:**

1. A properly completed application with notarized signatures where indicated.
2. Application filing fee: (Application fees are non-refundable)  
**Residential: \$100.00**  
**Commercial: \$400.00**
3. Permit Fee:  
**Residential: \$15.00 / \$1,000.00** of Construction Cost with a minimum fee of **\$100.00.**  
**Commercial: \$25.00 / \$1,000.00** of Construction Cost with a minimum fee of **\$275.00**
4. Two (2) copies of a current, accurate survey of the subject property.
5. One full size set and one scaled 11" x 17" set of the proposed site plan depicting the exact location of the proposed generator, fuel tank if applicable, *(a separate permit is required for fuel tanks)* & all required screening, showing all relevant dimensions and setbacks from structures & property lines.  
*(maximum allowable plan size = 36" x 42")*
6. Two (2) copies of the generator manufacturer's specification & information sheets.
7. Your contractor's valid Westchester County Home Improvement License.
8. Your contractor's valid proof of liability insurance. (Village of Rye Brook must be listed as certificate holder)
9. Your contractor's valid proof of workers compensation insurance.  
*(Form # C105.2 or Form # U26.3 / or NY State Workers Compensation Waiver)*
10. Westchester County Licensed Electricians & Plumbers must file separately for their respective permits.
11. An electronic (disc) copy of all materials submitted.

**Please note that once the permit is issued, it is the responsibility of the applicant, homeowner or person in responsible charge of the project to schedule all required inspections with the Building Department. \*Electrical inspections must be scheduled through the Village's third party electrical inspection agency by your licensed electrician.**

**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

**PERSONS OR CORPORATIONS FOUND IN VIOLATION OF ANY PROVISION OF ANY ORDINANCE OR CODE, INCLUDING FAILURE TO APPLY FOR A BUILDING PERMIT OR FAILURE TO APPLY FOR A CERTIFICATE OF OCCUPANCY / COMPLIANCE TO CLOSE OUT SUCH OPEN PERMIT SHALL BE LIABLE TO SUCH PENALTIES AS PRESCRIBED BY LAW**

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

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



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

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

**ARCHITECTURAL REVIEW BOARD:**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION TO INSTALL A PERMANENT STANDBY BACKUP GENERATOR**

Application dated: \_\_\_\_\_ is hereby made to the Building Inspector of the Village of Rye Brook for the issuance of a Permit to install a permanent standby backup generator in accordance with §250-4.1. of the Code of the Village of Rye Brook, as per detailed statement described below. Please note that electrical and plumbing permit applications must be filed separately by those licensed professionals, and that separate permits are required for the installation of any related fuel tanks. Further note that all applications for commercial use will require a site plan approval from the Village Planning Board prior to the issuance of any permit.

1. Job Address: \_\_\_\_\_
2. Parcel ID #: \_\_\_\_\_ Zone: \_\_\_\_\_
3. N.Y. State Construction Classification: \_\_\_\_\_ N.Y. State Use Classification: \_\_\_\_\_
4. Proposed Generator & Fuel Type (Describe in detail): \_\_\_\_\_  
 \_\_\_\_\_
5. Property Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_  
 Architect or Engineer (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_  
 General Contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_

6. Give exact dimensions from proposed generator to lot lines:  
front yard: \_\_\_\_\_ rear yard: \_\_\_\_\_ right side yard: \_\_\_\_\_ left side yard: \_\_\_\_\_
7. If building is located on a corner lot, which street does it front on: \_\_\_\_\_
8. Will the proposed project disturb 400 sq. ft. or more of land, requiring a Stormwater Management Control Permit from the Village Engineer as per Chapter 217 of the Code of the Village of Rye Brook? Yes: \_\_\_\_\_ No: \_\_\_\_\_
9. Will the proposed project require a Site Plan Review by the Village Planning Board as per Chapter 209 of the Code of the Village of Rye Brook? Yes: \_\_\_\_\_ No: \_\_\_\_\_ (provide detailed drawings as per Chapter 209)
10. Will the proposed project require a Steep Slopes Permit as per Chapter 213 of the Code of the Village of Rye Brook? Yes: \_\_\_\_\_ No: \_\_\_\_\_ (provide a detailed topographical survey)
11. Is the lot or any portion thereof located in a Wetland as per chapter 245 of the Code of the Village of Rye Brook? Yes: \_\_\_\_\_ No: \_\_\_\_\_ (provide a detailed survey indicating the Wetland & Buffer Zone)
12. Is the lot or any portion thereof located in a Flood Zone as per the FEMA Flood Insurance Rate Map #36119C0279 dated 9/28/07? Yes: \_\_\_\_\_ No: \_\_\_\_\_
13. Will the proposed project require a Tree Removal Permit as per Chapter 235 of the Code of the Village of Rye Brook? Yes: \_\_\_\_\_ No: \_\_\_\_\_ (a tree replanting schedule may be required)
14. Does the proposed project involve a Home-Occupation as per Chapter 250-38 of the Code of the Village of Rye Brook? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If so, indicate: TIER I: \_\_\_\_\_ TIER II: \_\_\_\_\_ TIER III: \_\_\_\_\_
15. What is the total estimated cost of construction: \$ \_\_\_\_\_ (The estimated cost shall include all site improvements, labor, material, scaffolding, fixed equipment, professional fees, and material and labor which may be donated gratis)
16. Estimated date of completion: \_\_\_\_\_

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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.

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

**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.**

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

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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

**§ 250-4.1. Permanent standby backup generators. [Added 2-13-2007 by L.L. No. 4-2007; amended 9-10-2013 by L.L. No. 5-2013]**

- A. Placement of a permanent standby backup generator in a commercial district or for a commercial business in a residential district shall require site plan approval. Notwithstanding any provision of this chapter to the contrary, site plan approval shall also be required for the placement of a permanent standby backup generator on common property within a planned unit development or conservation subdivision.
- B. Placement of a permanent standby backup generator in a residential district, including single- or two-family residential uses in a planned unit development or conservation subdivision, must comply with the following:
- (1) Any person seeking to install a permanent standby backup generator must file an application with the Building Department prior to installation.
  - (2) Generators and related fuel tanks must be placed in the rear or side yard of any residential property.
  - (3) To the extent practicable, generators shall be collocated with other existing or proposed outdoor mechanical equipment, such as an air conditioning unit, but in no event shall a generator be located closer to the nearest point of the house of any adjacent neighbor(s) than the house serviced by the generator.
  - (4) Generators shall be placed as close to the house as possible as per parameters of manufacturer's recommendations.
  - (5) All permanently installed standby backup generators, and fuel source containers, shall be placed and adequately screened and maintained (with landscape or other appropriate material as approved by the Building Department) so as to minimize the visual impact on adjacent properties and the public right-of-way. Appropriate native landscape material shall include a mix of needle and broadleaf evergreen shrubs or a mix of evergreen and deciduous shrubs that will grow to a sufficient height and width to obscure views of the generator. Generators which are adequately screened by landscape material to obscure views from adjacent properties and the public right-of-way shall not be subject to review by the Board of Architectural

Review. Any non-natural screening not exceeding four feet in height shall be approved by the Building Department but not be subject to the permitting requirements in any ordinance of the Village.

- (6) The generator shall be used only during electrical power outages and as required by the manufacturer for maintenance purposes. Exercise of the generator shall only take place during daylight hours between 10:00 a.m. and 5:00 p.m., not to exceed once a week for a maximum of 30 minutes, excluding emergency repairs.
  - (7) The generator shall operate only on liquid propane or natural gas. (Other fuel sources are not permitted.)
  - (8) Generator sound levels shall not exceed 75 dBA as measured under full load at 23 feet (seven meters) per manufacturer's specifications.
  - (9) Applicants for a standby backup generator shall obtain all permits as required under federal, state and local laws, including the New York State Uniform Fire Prevention and Building Code and the Village of Rye Brook Code.
  - (10) All generators, fuel tanks and related equipment, including automatic transfer switches, shall be installed and maintained in compliance with all federal, state and local laws, including the New York State Uniform Fire Prevention and Building Code and Village of Rye Brook Zoning Code, as amended from time to time.
- C. Any person who has obtained a permit for the installation of a standby backup generator prior to the effective date of this section shall be exempt from complying with the siting provisions of this section. Generators which previously had a permit may be replaced in the same exact location, provided that it is in compliance with all other provisions of this section.
- D. A permit shall be required for the installation of a permanent standby backup generator. Application for the permit shall be made to the Village Building Inspector, or his or her designee, on a form provided by the Village, and subject to applicable fees which can be found in the Schedule of Fees on file in the Village Clerk's office. All application materials shall be submitted in electronic file format acceptable to the Building Department in addition to at least one original signed application form and three paper copies of all plans and surveys, or such other format or

amount as determined by the Building Department. The Building Department may waive the electronic submission requirement only in extraordinary cases of technical infeasibility. **[Added 10-28-2014 by L.L. No. 9-2014]**