

INTERIOR
BUILDING PERMIT 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

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. One full size set and one 11" x 17" set of scaled, dimensioned plans depicting all existing conditions and proposed improvements. Plans must be signed & sealed by a NY State Registered Architect or NY State Licensed Professional Engineer. (maximum allowable plan size = 36" x 42")
4. 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, one full size, one scaled 11" x 17". 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

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

1. Full payment of the building 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**.
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)

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 1st; President's Day, 3rd Monday in February; Memorial Day, last Monday in May; Independence Day, July 4th; Labor Day, 1st Monday in September; Thanksgiving Day, 4th Thursday in November; Christmas Day, December 25th; 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.

“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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INTERIOR BUILDING 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 Improvement. (Describe in detail): _____

3. Does the proposed improvement involve a Home-Occupation as per §250-38 of the Code of the Village of Rye Brook?
No: _____ Yes: _____ If yes, indicate: TIER I: _____ TIER II: _____ TIER III: _____
4. 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.) : No: _____ Yes: _____
(If yes, please submit a separate Automatic Fire Suppression System Permit application & 2 sets of detailed engineered plans)
5. Occupancy; (1 fam., 2 fam., comm., etc...) Prior to Construction: _____ After Construction: _____
6. N.Y State Construction Classification: _____ N.Y. State Use Classification: _____
7. Property Owner: _____ Address: _____
Phone # _____ Cell # _____ email: _____
8. Applicant: _____ Address: _____
Phone # _____ Cell # _____ email: _____
9. Architect: _____ Address: _____
Phone # _____ Cell # _____ email: _____
10. Engineer: _____ Address: _____
Phone # _____ Cell # _____ email: _____
11. General Contractor: _____ Address: _____
Phone # _____ Cell # _____ email: _____
12. 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.)
13. Job Timetable: Start: _____ Finish: _____

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AFFIDAVIT OF COMPLIANCE
VILLAGE CODE §216 ÉSTORM 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.

Date

Design Professional

Date

Property Owner

Date

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.

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____

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

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.

Date

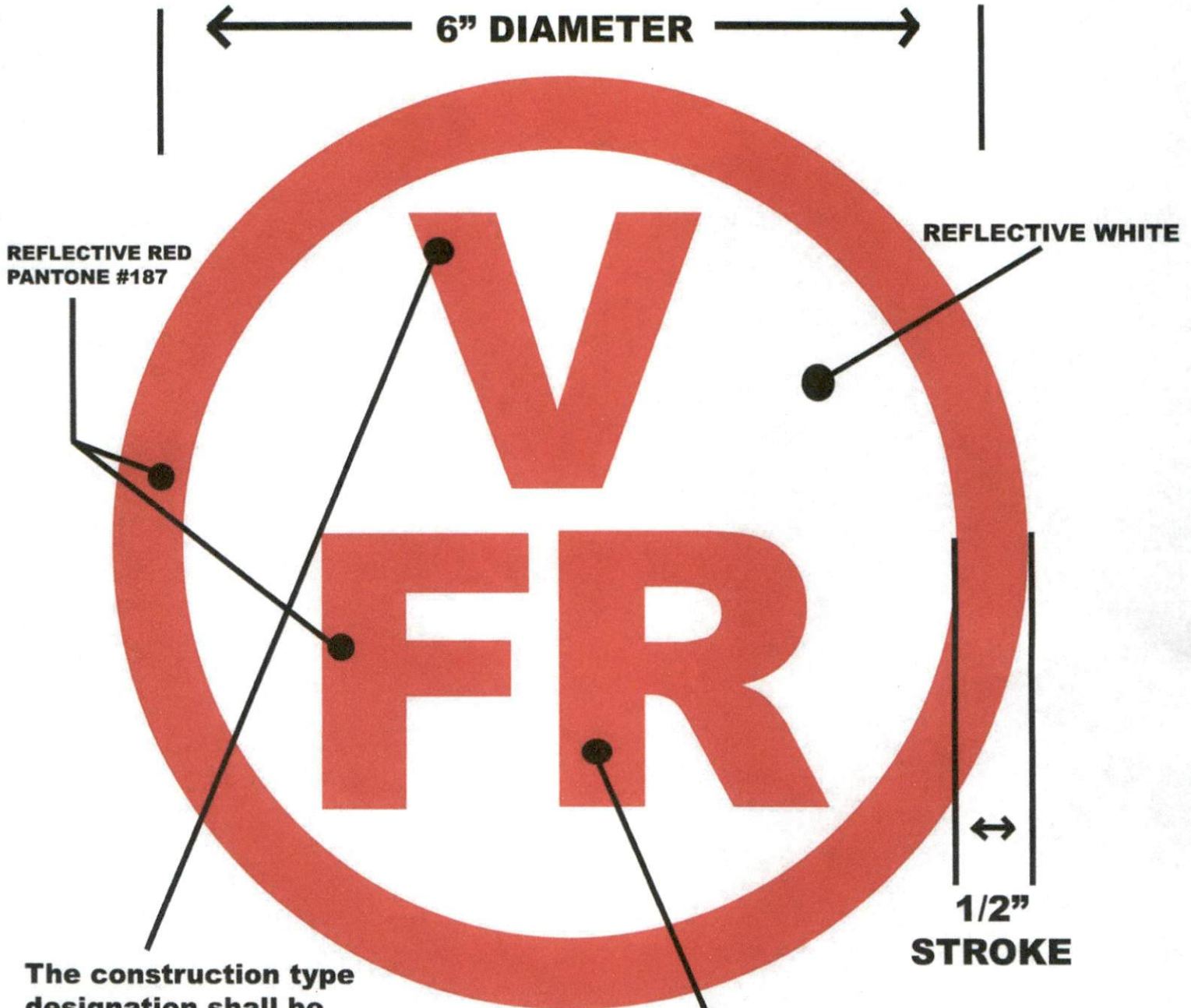
Design Professional

Date

Property Owner

Date

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



"F"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING

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 locations(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 $\frac{1}{4}$ 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

Sign location	Sign placement
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 or call 800-424-LEAD.

WHEN

Now – Certification requirements begin April 22, 2010.

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VILLAGE OF RYE BROOK
938 KING STREET, RYE BROOK, NEW YORK 10573
(914) 939-0668 - FAX (914) 939-5801
www.ryebrook.org

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