

**ROOFING PERMIT**  
**APPLICATION & INSTRUCTIONS**  
**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)

The Code of Village of Rye Brook requires permits for any re-roofing project. Applicants seeking to re-roof an existing building with non-like materials must obtain prior approval from the Village Architectural Review Board (ARB). Please contact the Building Department for further information regarding non-like roofing materials.

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

**APPLICANT'S 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. Your contractor's valid Westchester County Home Improvement License.
4. Your contractor's valid proof of liability insurance. (Village of Rye Brook must be listed as certificate holder)
5. Your contractor's valid proof of workers compensation insurance.  
(Form # C105.2 or Form # U26.3 / or NY State Workers Compensation Waiver)
6. Permit fee;  
Residential = **\$15.00 / \$1,000.00** of Construction Cost with a minimum fee of **\$100.00**.  
Commercial = **\$22.00 / \$1,000.00** of Construction Cost with a minimum fee of **\$250.00**.

**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: 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

**N.Y. State Building Codes for Re-Roofing 1 & 2 Family Dwellings:**

**§N1109.1.1.** When sheathing is removed or replaced during re-roofing exposing the roof cavity and the roof cavity is devoid of insulation, the roof cavity shall be insulated such that the thermal envelope of the ceiling complies with the requirements of the International Energy Code for new construction. (R-49)

**§R905.1.2.** Ice barrier shall be applied to the sheathing such that it extends from the lowest edges of all roof surfaces to a point measured 24" perpendicular from the inside of the exterior wall of the building.

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

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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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**ROOF PERMIT APPLICATION**

Application dated: \_\_\_\_\_ is hereby made to the Building Inspector of the Village of Rye Brook, NY, for the issuance of a Permit to Re-Roof an Existing Building, as per detailed statement described below.

1. Job Address: \_\_\_\_\_ SBL: \_\_\_\_\_ Zone: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ email: \_\_\_\_\_

2. Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ email: \_\_\_\_\_

3. Roofing Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ email: \_\_\_\_\_

4. Job Description, list all Methods & Materials: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Estimated Cost of Job: \$ \_\_\_\_\_ (NOTE: The estimated cost shall include all site improvements, labor, material, scaffolding, fixed equipment, professional fees, and material and labor which may be donated gratis.)

6. If corner property, indicate street frontage: \_\_\_\_\_

7. Construction Type: \_\_\_\_\_ NYS Construction Class: \_\_\_\_\_

8. Number of stories: \_\_\_\_\_ Height: \_\_\_\_\_

9. Is garage being re-roofed: No: ( ) ÉYes: ( ) Attached No: ( ) ÉYes: ( ) Number of Cars: \_\_\_\_\_

10. Is roof peaked, hip, mansard, flat, etc: \_\_\_\_\_

11. Estimated date of completion: \_\_\_\_\_

**Please note that this application must include the notarized signature(s) of the legal owner(s) of the above-mentioned property, in the space provided below. Any application not bearing the legal property owner's notarized signature(s) shall be deemed null and void, and will be returned to the applicant.**

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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 \_\_\_\_\_  
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

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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