

# SOLAR PERMIT FILING INSTRUCTIONS & PROCEDURES

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

Applicants seeking a permit to install a solar array 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 1st 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 a scaled, dimensioned site plan (one full size {maximum allowable plan size = 36" x 42"} and one 11" x 17"), 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, if applicable.  
(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. An 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.
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, if applicable.
6. Two (2) sets of sealed construction drawings; one full size set and one scaled 11" x 17" sets.

## **BUILDING PERMIT FEE SCHEDULE:**

**Commercial:** **\$22.00 / \$1000.00 of construction cost with a minimum fee of \$250.00.**

**Residential:** **\$15.00 / \$1000.00 of construction cost with a minimum fee of \$100.00.**

## **EXPIRATIONS, CODES & REGULATIONS:**

ōA 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.ō

(§91-2.1. Code of the Village of Rye Brook)

ōA 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.ō

(§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 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:** **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.

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.

**ōIt 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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**APPLICATION TO INSTALL PHOTOVOLTAIC SOLAR ARRAY**

Application dated: \_\_\_\_\_ is hereby made to the Building Inspector of the Village of Rye Brook, NY, for the issuance of a Permit for the installation of a Photovoltaic Solar Array as per detailed statement described below.

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

2. Type, kW & Location of Array, (use additional sheets if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ e-mail \_\_\_\_\_

4. Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ e-mail \_\_\_\_\_

5. Design Engineer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ e-mail \_\_\_\_\_

6. Solar Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ e-mail \_\_\_\_\_

7. Occupancy; (1-Fam., 2-Fam., Commercial., etc ) Pre- construction: \_\_\_\_\_ Post-construction: \_\_\_\_\_

8. If building is located on a corner lot, which street does it front on: \_\_\_\_\_

9. N.Y. State Construction Classification: \_\_\_\_\_ N.Y. State Use Classification: \_\_\_\_\_

10. Construction Type & Location: ( ) Typical Western Lumber Frame; ( ) Timber Frame [TC]; ( ) Wood Truss [TT];

( ) Pre-engineered wood [PW]; Located; ( ) Floor Framing [F]; ( ) Roof Framing [R]; ( ) Floor & Roof Framing [FR]; Other: \_\_\_\_\_  
 \_\_\_\_\_

11. Number of stories: \_\_\_\_\_ Roof Style: (hip, shed, mansard, etc ) \_\_\_\_\_

12. Will a New Roof Be Installed: No Yes (a separate roofing permit is required to re-roof an existing building)

13. Roofing Material & Number of Layers: \_\_\_\_\_

14. 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? No: Yes: Area: \_\_\_\_\_
15. Will the proposed project require a Site Plan Review by the Village Planning Board as per §209 of Village Code?  
No: Yes: (If yes, applicant must submit a Site Plan Application, & provide detailed drawings)
16. Will the proposed project require a Tree Removal Permit as per §235 of Village Code? No: Yes:  
(If yes, applicant must submit a Tree Removal Permit Application)
17. Does the proposed project involve a Home-Occupation as per §250-38 of Village Code? No: Yes:  
Indicate: TIER I: \_\_\_ TIER II: \_\_\_ TIER III: \_\_\_ (if yes, a Home Occupation Permit Application is required)
18. 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).
19. Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

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**This application must bear 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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STATE OF NEW YORK, COUNTY OF WESTCHESTER ) as:

I, \_\_\_\_\_, 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\_\_\_\_\_

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

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

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

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

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

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

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<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**

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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