



**TOWN OF OSSINING**  
**BUILDING DEPARTMENT**  
101 ROUTE 9A, P.O. Box 1166  
OSSINING, N. Y. 10562  
PHONE: (914) 762-8419 FAX: (914) 944-0195  
[www.townofossining.com](http://www.townofossining.com)  
[bldgdept@townofossining.com](mailto:bldgdept@townofossining.com)

***Requirements to Obtain A Building Permit and Certificate of Occupancy***

**INCOMPLETE APPLICATIONS OR APPLICATIONS MISSING REQUIRED DOCUMENTATION WILL NOT BE ACCEPTED**

- A completed, signed and notarized Building Permit application, and the Building Permit fee.
- Three (3) copies of sealed and stamped plans by a New York State Licensed Design Professional for the work being performed. If the project involves an enlargement of a structure or construction of a new structure (including an accessory structure), all zoning setbacks, required and actual, must be shown on the plans.
- A copy of the property survey (if doing any type of enlargement to a structure or adding any Accessory Structure such as a Swimming Pool, Garage, Shed, etc.). The new construction must be drawn, to scale, on the survey to show setback requirements are met.
- Insurance Requirements:
  - Copy of the homeowners insurance policy (for any work other than a complete, new house) showing you have General Liability coverage.
  - Contractor's Certificate of Liability Insurance naming "Town of Ossining, 16 Croton Ave., Ossining, NY 10562" as the certificate holder and additionally insured. The job location must be referenced on the certificate.
  - Contractor's Certificate of Insurance for Workers' Compensation (Form 105.2) and New York State Disability Form (DB-120.1) with "Town of Ossining, 16 Croton Ave., Ossining, NY 10562" as certificate holder.
  - If there is no Workers' Compensation Policy, a waiver must be submitted by the Workers' Compensation Board.
  - Contractor's Westchester County License.
  - If the homeowner is doing the work a Workers' Compensation waiver and an Acord Certificate of Liability should be obtained from your insurance agent.
- If applicable, complete attached form if there is truss type construction, engineered wood construction, and/or timber construction (See example).
- Code 53 number is required if any digging for footings/foundation with any type of powered tools. The number is 1-800-962-7962. They will advise you if there are any underground utility lines where you will be digging and supply you with a Code 53 reference number that you must write on the Building Permit application.

**REQUIRED INSPECTIONS:**

The following inspections are REQUIRED during construction. A Certificate of Occupancy WILL NOT be issued if the inspections are not conducted. It is the responsibility of the Building Permit Holder to insure the inspections are performed. Not all inspections listed may be part of your construction (interior alteration may not require footings/foundation or you may not be doing any plumbing, for example), but you MUST get the inspections that pertain to your project:

- Footings prior to pouring (when formed and with re-bar installed).
- Foundation – before backfilling and after footing drains are installed, including weatherproofing.
- Framing – after all electrical and plumbing has been roughed-in.
- Plumbing, Electrical and Insulation.
- Final (when all work is completed)

**Requirements To Obtain A Certificate Of Occupancy:**

- All required inspections as indicated above.
- An As-Built Survey if a new house or if required by this Office.
- Documentation showing the electrical system passed final inspection by an approved electrical inspection service.
- All Planning Board conditions met if project involved Planning Board approval.
- A signed and notarized "Final Cost Affidavit".



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## NOTICE TO BUILDING PERMIT APPLICANTS AND DESIGN PROFESSIONALS

Effective January 1, 2015, Part 1265 of the New York State Building & Fire Code was amended to require notification of plans that contain Truss Type Construction, Pre-Engineered Wood Construction, and/or Timber Construction. Attached to this building permit application is a form that must be filled out by the design professional, and instructions for the placard that must be placed on the structure prior to the issuance of a Certificate of Occupancy.

Pertinent sections of Part 1265 are as follows:

Section 382-b of the Executive Law provides that *any person utilizing truss type, pre-engineered wood or timber construction for the erection of any new residential structure, for any addition to an existing residential structure, or for any rehabilitation of an existing residential structure, shall, upon application for a building permit with the local government having jurisdiction, include on the permit application that truss type, pre-engineered wood or timber construction is being utilized, and that the property owner or the property owner's representative shall complete a form prescribed by the State Fire Prevention and Building Code Council (hereinafter referred to as the Code Council) designating the structure as truss type, pre-engineered wood or timber construction and file such form with the application for a building permit.* Section 382-b of the Executive Law further provides that as a condition of the final receipt of a certificate of occupancy or certificate of completion, a sign or symbol designed and approved by the Code Council shall be affixed to any electric box attached to the exterior of the structure, if such an electric box exists. Each new residential structure and each addition to or rehabilitation of an existing residential structure that utilizes truss type construction, pre-engineered wood construction and/or timber construction shall be identified by a sign or symbol in accordance with the provisions of this Part.

(a) 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.**

(b) 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.

(c) *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.*

(d) 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. 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.

(1) 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.

(2) 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.

(3) 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:

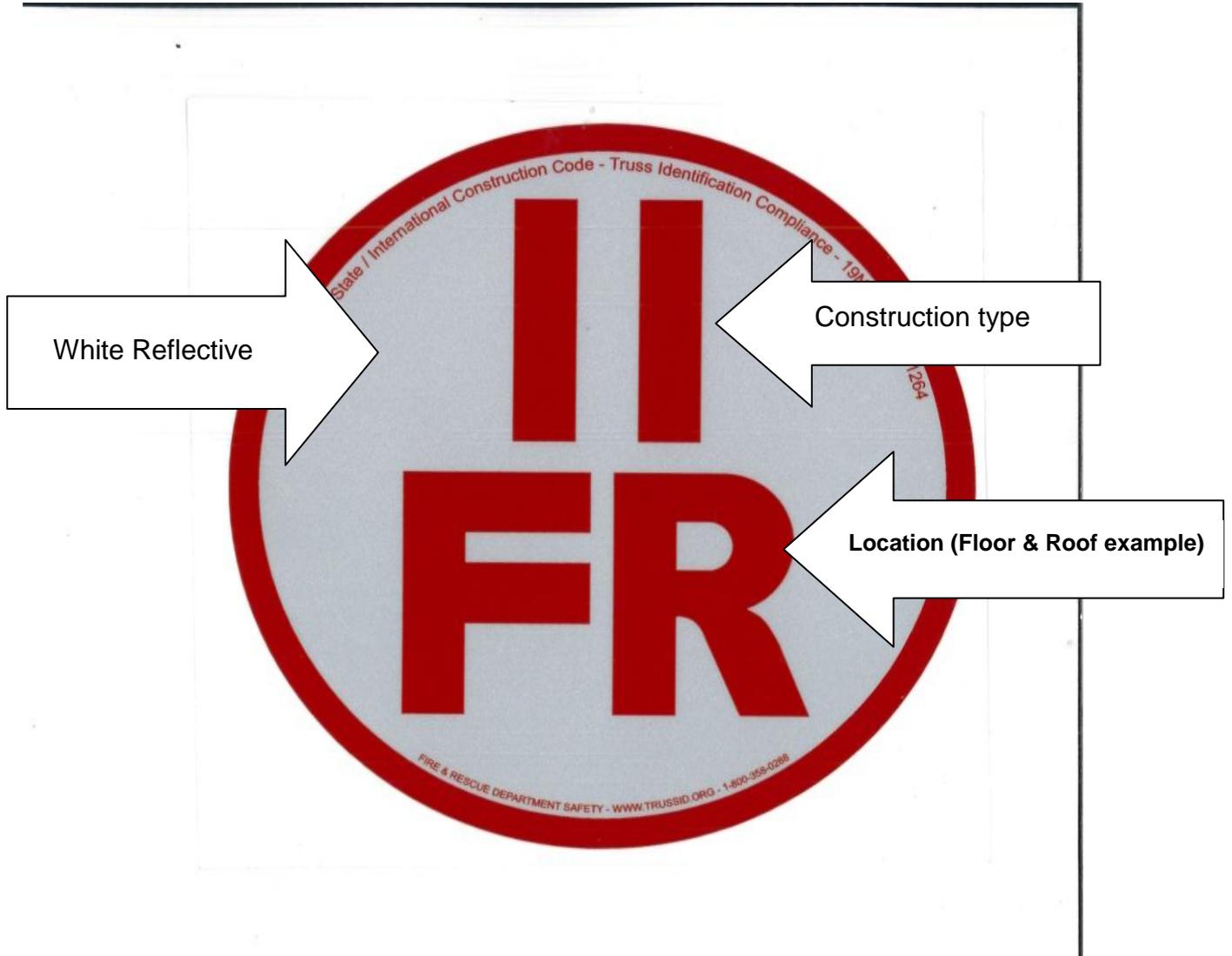
(i) "F" shall mean floor framing, including girders and beams;

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

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

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.

Please note that building permit applications that do not have the required information will not be processed and returned to the applicant for revision. If you have any questions please feel free to contact our office.



**Example of signage required by this law**

**F = FLOOR  
R = ROOF  
FR = FLOOR AND ROOF**

**CIRCLE IS 6" IN DIAMETER  
LETTERING IS 1/2" STROKE  
WHITE REFLECTIVE BACKGROUND  
RED LETTERING  
ADHESIVE BACKING**



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**Notice of Utilization of Truss Type Construction, Pre-Engineered Wood, and/or Timber Construction**

Owner Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Section, Block, Lot # \_\_\_\_\_ Building Permit No. \_\_\_\_\_

Please take notice that the (check applicable line):

- \_\_\_\_\_ New Residential Structure
- \_\_\_\_\_ Addition to Existing Residential Structure
- \_\_\_\_\_ Rehabilitation to Existing Residential Structure

to be constructed or preformed at the subject property referenced above will utilize (check applicable line):

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

in the following location(s) (Check applicable line):

- \_\_\_\_\_ Floor Framing, including Girders and Beams (F)
- \_\_\_\_\_ Roof Framing (R)
- \_\_\_\_\_ Floor Framing and Roof Framing (FR)

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\_\_\_\_\_  
Print Name

Owner \_\_\_\_\_ Owner's Representative \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dated



**Building Department**  
 P.O. Box 1166 Route 9A  
 Ossining Operations Center  
 Ossining, NY 10562  
 Phone 914-762-8419 Fax 914-944-0195  
[www.townofossining.com](http://www.townofossining.com)  
[bdgdept@townofossining.com](mailto:bdgdept@townofossining.com)

APPROVED _____ 20__
BP# _____
FEE (inc. CO) _____

## Application for Building Permit

**SEE ATTACHED INSTRUCTION SHEET BEFORE FILLING OUT THIS FORM**

Location \_\_\_\_\_  
 (Give street number, and name, or Lot number)

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_ Code 53 # \_\_\_\_\_

Application is hereby made to the Building Department for the issuance of a Building Permit pursuant to the New York State Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Name of Applicant \_\_\_\_\_ Date Submitted \_\_\_\_\_

Address of Applicant \_\_\_\_\_

State whether applicant is owner, lessee, agent, architect, engineer or builder \_\_\_\_\_

Name and address of owner of premises \_\_\_\_\_

Telephone No. \_\_\_\_\_

1. State existing use and occupancy of premises and intended use and occupancy of proposed construction.

a. Existing use and occupancy \_\_\_\_\_

b. Intended use and occupancy of proposed construction \_\_\_\_\_

2. Nature of work (check all applicable): New Building \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_

Repair \_\_\_\_\_ Removal \_\_\_\_\_ Demolition \_\_\_\_\_ Other \_\_\_\_\_

3. Estimated Cost\* \_\_\_\_\_ Fee \_\_\_\_\_

\*Cost for the work described in the Application for the Building Permit including the cost of all construction and other work done in connection therewith, exclusive of the cost of the land.

4. If dwelling, number of dwelling units \_\_\_\_\_ Number of dwelling units on each floor \_\_\_\_\_

If garage, number of cars \_\_\_\_\_

5. If business, commercial or mixed occupancy, specify nature and extent of each type of use \_\_\_\_\_

6. Dimensions of existing structures, if any: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Number of Stories \_\_\_\_\_

Dimensions of same structure with alterations or additions: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_

Height \_\_\_\_\_ Number of Stories \_\_\_\_\_

7. Dimensions of entire new construction: Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Number of Stories \_\_\_\_\_

8. Size of Front \_\_\_\_\_ Rear \_\_\_\_\_ Depth \_\_\_\_\_

