



TOWN OF OSSINING
BUILDING & PLANNING DEPARTMENT
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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.
- Copy of the homeowners insurance policy (for any work other than a complete, new house) showing you have General Liability coverage.
- Copy of the General Contractors' *Westchester County Home Improvement License* as required by Westchester County, and the contractors Workman's Compensation Insurance as required by New York State. **Per New York State, Acord 25 Form is not acceptable proof of Workman's Compensation Insurance.** *Note: If you are going to be the General Contractor you must supply a copy of your Workman's Compensation Insurance unless you are doing the work yourself with no paid assistance by other persons. If that is the case, we have a Waiver form that you will fill out when submitting the application.*
- 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
- 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 the New York Board of Fire Underwriters.
- All Planning Board conditions met if project involved Planning Board approval.
- A signed and notarized "Final Cost" affidavit.