



TOWN OF OSSINING

BUILDING DEPARTMENT
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OSSINING, N. Y. 10562

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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. Gross square footage increase must be included on the plans.
- Insurance Requirements.

Copy of the homeowners insurance policy (for any work other than a complete, new house) showing you have General Liability coverage.

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.

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 not Workers' Compensation Policy, a waiver must be submitted by the Workers' Compensation Board.

Westchester County License.

If the homeowner is doing the work a Workers' Compensation waiver and an Accord Certificate of Liability should be obtained from your insurance agent.

- 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".