



Town of Ossining Building Department

P.O. Box 1166 Route 9A
Ossining Operations Center
Ossining, NY 10562
Phone 914-762-8419 Fax 914-260-4656

www.townofossining.com
bldgdept@townofossining.com

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

Application for Building Permit - Town of Ossining

SEE BUILDING PERMIT REQUIREMENTS SHEET BEFORE FILLING OUT THIS FORM

Location _____
(Street Address)

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 _____ Email _____

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. Description of Work: _____

3. New Building ___ Addition ___ Alteration ___ Repair ___ Removal ___ Demolition ___ Other ___

4. 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.

5. If dwelling, number of dwelling units _____ Number of dwelling units on each floor _____

If garage, number of cars _____

6. If business, commercial or mixed occupancy, specify nature and extent of each type of use _____

7. 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 _____

8. Dimensions of entire new construction: Front _____ Rear _____ Depth _____ Height _____

Number of Stories _____

9. Size of Front _____ Rear _____ Depth _____

YOU MUST ANSWER THE FOLLOWING FOUR QUESTIONS OR APPLICATION WILL NOT BE PROCESSED:

10. Does proposed construction violate any Zoning Law, ordinance or regulation? _____

9A. Does proposed construction fall under the Steep Slopes Ordinance of the Town? _____

9B. Does proposed construction fall under the Freshwater Wetlands Ordinance of the Town? _____

9C. Does proposed construction fall under the Tree Protection Ordinance of the Town? _____

11. All work shall be performed in accordance with the construction documents submitted and accepted as part of the application. In addition, the building department shall be notified immediately in the event of changes occurring during construction.

12. Name of Compensation Insurance Carrier _____

Number of Policy _____ Date of Expiration _____

13. Name of Architect _____ Address _____

_____ Phone No. _____

12. Name of Contractor _____ Address _____

_____ Phone No. _____

13. Name of Electrician _____ Address _____

_____ Phone No. _____

14. Name of Plumber _____ Address: _____

_____ Phone No. _____

Notary

STATE OF NEW YORK }
COUNTY OF WESTCHESTER} SS:

Name of Applicant

being duly sworn, deposes and says: That they reside at _____
and is duly authorized as representative of the owner or (lessee) of the land herein described to make application for
permit to perform the work specified in said owner's (or lessee's) behalf; and that the statements contained herein
are true to the best of his knowledge and belief.

Signature of Applicant

Notary Public

Sworn to before me this _____ }
Day of _____, 20____ }
_____ }

This application for a permit to perform the proposed work as herein described and as shown on the approved plans
is hereby APPROVED subject to collection of all fees associated with this application:

Date

Building Inspector

WORK CANNOT BEGIN UNTIL THE BUILDING PERMIT IS ISSUED (INCLUDING PLUMBING AND/OR ELECTRICAL WORK).

APPROVED BUILDING PERMIT AND PLANS MUST BE KEPT AT THE CONSTRUCTION SITE AND AVAILABLE FOR INSPECTION THROUGHOUT THE ENTIRE PROJECT.

THE AREA UNDER THE JURISDICTION OF THE PERMIT **MAY NOT BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED BY THIS AGENCY.**

ELECTRICAL AND PLUMBING WORK (IF APPLICABLE) SHALL BE PERFORMED BY WESTCHESTER COUNTY LICENSED TRADESMAN WITH A TOWN OF OSSINING ELECTRICAL AND/OR PLUMBING PERMIT.

ALL FEES DUE SHALL BE MADE BY **CHECK OR MONEY ORDER MADE PAYABLE TO THE "TOWN OF OSSINING"**. SEE **"BUILDING PERMIT REQUIREMENTS PAGE"** AND SEE THE FOLLOWING PAGES FOR **MORE INFORMATION:**

To be placed on plans by Design Professional per NYS Law:

Building Construction Compliance – Certification

- Title 19 (NYCRR)
- Chapter XXXIII – State Fire Prevention and Building Code Counsel
- Subchapter A – Uniform Fire Prevention and Building Code

“I do hereby certify that these drawings and specifications have been prepared under my supervision and that to the best of my knowledge and professional judgement, the design has been made in conformance with all applicable requirements of the Title 19 (NYCRR) – Chapter XXXIII, Subchapter A and the following referenced codes of New York State:”

Add Applicable Code(s) (applicable code in effect at time of plans and application being submitted).

NYS Uniform Code Supplement (applicable code in effect at time of plans and application being submitted).

Energy Conservation Compliance – Certification

- Title 19 (NYCRR)
- Chapter XXXIII – State Fire Prevention and Building Code Counsel
- Subchapter B – State Energy Construction Conservation Code
- Part 1240 – Energy Conservation Construction Code

The proposed envelope system represented in these drawings and specifications has been designed to meet the requirements of Chapter 11 of the International Residential Code Edition (applicable code in effect at time of plans and application being submitted).

I do hereby certify that these drawings and specifications have been prepared under my supervision and that to the best of my knowledge and professional judgement, the design has been made in conformance with all applicable requirements of Title 19 (NYCRR) – Chapter XXXIII, Subchapter B – Part 1240

New York State Stretch Code Certification

The Town of Ossining adopted the 2020 NYS Stretch Code to be used in conjunction with the New York State Energy Conservation Construction Code effective June 1, 2021. Building permit applications submitted after June 1, 2021 must include a certification that

“The plans are in compliance with the NYS Stretch Code of (year of applicable code in effect at time of plans and application being submitted) and are in compliance to all other applicable codes of (applicable codes in effect at time of plans and application being submitted).”

Plans will not be reviewed without this certification. A copy of the 2020 Stretch Code is available at www.townofossining.com Building Department Page. Contact our office if you need additional information or clarification on this matter.