



# TOWN OF OSSINING

BUILDING DEPARTMENT  
101 ROUTE 9A, P.O. Box 1166  
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, 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 this certificate with the statement that "Town of Ossining is additionally insured".

Certificate of Insurance for Workers' Compensation (Form 105.2) with "Town of Ossining, 16 Croton Ave., Ossining, NY 10562" as certificate holder.

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 Acord Certificate of Liability should be obtained from your insurance agent.

## **Permit Application Requirements Continued:**

□ Call before you Dig! **Dig Safely NY**. A 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 (After foundation is completed for new structures and as required by this department).
- 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”.

## 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](http://www.townofossining.com) Building Department Page. Contact our office if you need additional information or clarification on this matter.