



## BUILDING DEPARTMENT

PHONE: (914) 834-4349

ADDRESS: \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_

### **INSTRUCTIONS FOR FILING A BUILDING PERMIT APPLICATION**

#### **APPLICANT MUST SUBMIT: (INTERIOR APPLICATIONS)**

- ☐ Permit Application
- ☐ Plans and Specifications (Two (2) Hard Copies)
- ☐ Contractors Home Improvement License & Insurance Documentation (Liability, Disability & Workers Comp.) ***The Contractors Liability Insurance must list the Village of Larchmont as Additionally Insured and notate the address where work is to be performed in the Description of Operations section.***
- ☐ Fees per Master Fee Schedule
- ☐ Individual Trade Permits (Plumbing, and Electrical (Electrical filed with 3<sup>rd</sup> party))
- ☐ Statement of Special Inspections where applicable (Solar/Legalizations/Other)
- ☐ Fire Code Compliance

#### **APPLICANT MUST SUBMIT: (EXTERIOR APPLICATIONS)**

- ☐ Same as above
- ☐ Completed Code Compliance Worksheet
- ☐ Copy of Survey and/or Site Plan
- ☐ SWEC Application and Stormwater Pollution Prevention Plan (Two (2) Hard Copies + One (1) PDF)
- ☐ Planning, Zoning, and ARB Approvals where applicable

#### **APPLICANT MUST SUBMIT: (DEMOLITION PERMIT)**

- ☐ Permit Application
- ☐ Contractor License and Insurance Information (as stated above)
- ☐ Fees per Master Fee Schedule
- ☐ Letter from DPW stating water and sewer have been disconnected for demolition purposes
- ☐ Letter from Con Edison stating that utilities have been disconnected for demolition purposes
- ☐ Survey of property showing building(s) to be demolished
- ☐ Storm Water Pollution Prevention Plan – Including dust control
- ☐ Report demonstrating compliance with *New York State Industrial Code Rule 56- Asbestos*
- ☐ Photograph of building(s) being demolished
- ☐ Report demonstrating property has been exterminated.



## VILLAGE OF LARCHMONT

# PERMIT INSURANCE REQUIREMENTS

Contractors at their sole cost and expense, must submit evidence of the following insurance: All insurance form should be the applicant, contractor doing the work, and all insurance forms should be the same address as the applicant.

1. Workers' Compensation Insurance covering all employees pursuant to *Section 57 of The New York State Workers' Compensation Law*. Such coverage will also include Employers' Liability Insurance with a limit not less than \$500,000 per claim.

Those contractors who are exempt from providing *Workers' Compensation* must submit a copy of their *Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance...*(NYS form BP-1(3/99)). Forms are available at the Building Department.

2. Comprehensive General Liability Insurance with limits of not less than \$1,000,000 combined single limit for personal injury and property damage. The Village of Larchmont will be named as **Certificate Holder and Additional Insured**. Such insurance will provide coverage for, but not limited to, contractual liability coverage, completed operations, and the explosion, collapse and underground damage exclusions must be deleted from the policy.
3. Disability Insurance Acceptable forms, DB 120.1
4. A copy of your Westchester County Home Improvement or Plumbing/Electrical License must be submitted at the same time of submitting the application.

Certificates of Insurance to be furnished by Contractors must indicate that at least ten (10) days prior written notice of cancellation and/or materials change in coverage must be submitted to the Village of Larchmont, Building Department, 120 Larchmont Avenue, Larchmont, New York 10538.

Contractors and/or sub-contractors must carry identical insurance as indicated above.



Dear Homeowner/Contractor:

In order to close any building permit for additions, garages, decks, etc. and obtain a certificate of occupancy, an as-built survey **MUST** be submitted to the building inspector.

Thanks!

The Building Department