

## Common forms of construction which require a **Building Permit**

- **Construction** of a residential or commercial building
- **Alterations** to an **existing** residential or commercial building
- **Additions** to an **existing** residential or commercial building
- **Conversion** of an unfinished basement to **finished living space**
- **Conversion** of an unfinished attic to **finished living space**
- **Construction** of a deck or **reconstruction** of an existing deck
- **Legalizations of any previous construction done without a permit**
- The **installation of an above-ground or in-ground pool** with a water depth of 24" or more
- **Installation of an accessory structure** that is more than 144 square feet in size (**garages, sheds, etc.**) or if construction is on a **permanent foundation**, or if greater than **15 feet in height**
- **Construction or replacement** of a **concrete or wood staircase** which is attached to the building
- **Installation or removal of mechanical equipment, including: HVAC systems; oil or propane tanks; boilers; solar panels and solar equipment; wood/pellet stoves or fireplace inserts; fire suppression systems; and fire alarm systems**

For further information and to access forms online, visit the Village of Ossining Building Department website at:

**[www.villageofossining.org](http://www.villageofossining.org)**

### ***Some of the forms available online:***

Affidavit of Final Cost  
Awning/Sign Permit Application  
Building Permit Application  
Construction Compliance Form  
Demolition Permit  
Electrical Permit Application  
FOIL Request Form  
Plumbing Permit Application  
Plumbing Certification  
Tree Permit Application  
NYS Truss/Engineered Lumber Form

### **Please Note:**

**We do NOT accept any permits by mail.  
All Permit Applications must be filed  
in person at the Building Department.**

**The Building Department  
is open to the public  
Monday through Friday  
9:00 am to 3:30 pm**

***This brochure is to be used as a guide only.  
It may not include all situations and  
we recommend contacting our office at  
(914) 941-3199 or via our website at  
[www.villageofossining.org](http://www.villageofossining.org)***



## **Homeowner's Guide to Building Permits**



## **Village of Ossining Building Department**

**John-Paul Rodrigues  
Ossining Operations Center  
101 Route 9A, PO Box 1166  
GPS Address: 101 Briarcliff-Peekskill Parkway  
Ossining, New York 10562**



## What is required when filing an Application for a Building Permit?

- A completed **Building Permit Application**.
- If **Building Plans** are required, submit three sets of plans **sealed and signed** by a Licensed N.Y.S. architect or engineer (minimum size of 11"x17" Building Plan Sheets).
- A copy of the **Westchester County Home Improvement Contractor's License** (residential construction only, for work being performed by a contractor). Not required if work is being done by the homeowner.
- A copy of the **Home Improvement Contractor's Liability Insurance** naming the Village of Ossining as Certificate Holder and additional insured, and the address where the proposed scope of work will take place.
- A copy of the **Home Improvement Contractor's current Workman's Compensation Insurance Certificate** (Form C-105.2).
- A copy of the **Home Improvement Contractor's current Disability Insurance Certificate** (Form DB-120.1).
- A completed **Owner's Authorization** sheet (when applicable) if the Building Permit Application is not signed by the homeowner
- Additional specific insurance requirements, as applicable, on the Application

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### Electrical Permits

Electricians must be Westchester County licensed, and will need to appear in person at the Building Department to file an Electrical Permit Application. A copy of the electrician's license and the fee connected to the application process will be taken by our staff. If the application is connected to an existing Building Permit, please provide that number to us. Additionally, a completed application by the electrical inspection company (NYEIS, SWIS, or Swanson Consulting Inc.) must be submitted. We do not accept electrical permits by mail.

### Plumbing Permits

Plumbers must be Westchester County licensed, and will need to appear in person at the Building Department to file a Plumbing Permit Application. A copy of the plumber's license and the fee connected to the application process will be taken by our staff. If the application is connected to an existing Building Permit, please provide that number to us. We do not accept permits by mail.

