



**BUILDING DEPARTMENT**  
PHONE (914) 944-2770 FAX (914) 941-4837

**INSTRUCTIONS & PROCEDURES FOR FILING FOR  
A BUILDING PERMIT APPLICATION**

**APPLICANT MUST SUBMIT:**

1. Completed application with **notarized** signature where indicated.
2. Copy of Request for Dept. of Public Works Review Form, **Signed** by DPW. ( not required for interior permits)
3. Signed and certified Code Compliance Worksheet, signed by P.E, R.A. and Owner (not required for interior permits).
4. **Copy of Survey which shall be legible and clear, locating all buildings and structures regulated by Zoning. If it is determined that all buildings and structures are not located, the Building Inspector shall require a new survey.**
5. **Three (3)** copies of plans with proposed building addition or alteration sealed & signed by a licensed/registered architect or professional engineer. The drawings shall be drawn at a minimum of 1/4"=1" scale. The drawings shall include a survey or site plan showing the existing and proposed addition or alteration.
6. Compliance with Chapter 115, ***Excavation*** & Chapter 184 ***Stormwater, Drainage, Erosion & Water Pollution Control***, see instructions & procedures for filing for an excavation permit application.
7. **Filing fees:** upon submission of plans and payable to the Village of Briarcliff Manor.  
**Building permit Fee:** \$15.00 per every \$1,000.00 of construction cost  
**Building Permit Application fee:** \$50.00

**Certificate of occupancy for a 1 or 2 family residence:** is \$100.00 flat fee.

**Certificate of occupancy for a multi-family residence or commercial property:** is \$200.00 flat fee.

Note: Survey and/or site plan submission not required when no exterior work proposed.

**ONCE THE BUILDING INSPECTOR HAS DETERMINED THAT THE APPLICATION MEETS ALL APPLICABLE CODES AND REGULATIONS, THE FOLLOWING MUST BE SUBMITTED IN ORDER TO OBTAIN BUILDING PERMIT:**

1. *COPY OF YOUR CONTRACTORS WESTCHESTER COUNTY HOME IMPROVEMENT LICENSE.  
(New and commercial construction exempt from submitting a copy of their license)*
2. *CONTRACTOR'S INSURANCE, (NAMING THE VILLAGE OF BRIARCLIFF MANOR AS CERTIFICATE HOLDER AND ADDITIONALLY INSURED) INCLUDING LIABILITY AND WORKERS COMPENSATION  
(OR A SIGNED NEW YORK STATE COMPENSATION WAIVER).*

***IT IS THE RESPONSIBILITY OF THE APPLICANT, OWNER, PERSON OR CORPORATION TO NOTIFY THE BUILDING DEPT. WHEN READY (24-HOUR NOTICE) AT (914) 944-2770, FOR SITE PROTECTION, FOOTING, FOUNDATION, FRAMING, INSULATION, PLUMBING, AND FINAL INSPECTIONS, ETC... ALL INSPECTIONS ARE DONE ON WEDNESDAY (a.m.) AND FRIDAY (a.m.) ONLY.***