



BUILDING DEPARTMENT

Village of Port Chester

APPLICATION TO OBTAIN BUILDING PERMIT

Application is hereby made to the Building Inspector of the Village of Port Chester for the approval of the detailed statement of the specifications and plans herewith submitted, for the alteration of the building herein described, and for a permit to alter such building.

It is agreed that if such permission be granted, such building will be constructed in conformity with this application and that plans and specific actions thereof as approved, and that all State laws, by-laws and ordinance of the Village of Port Chester, and rules, regulations and orders of any board, body or department, so far as the same may be pertinent, will be complied with.

The application further agrees to furnish any additional information, plans or statements, if required by the Building Inspectors. All plumbing & Electrical work is to be filed for and installed by licensed contractors.

OWNERS NAME & ADDRESS: _____

PROPERTY ADDRESS: _____

Section _____ Block _____

Lot _____

BUILDING TYPE (USE): _____ PROPOSED TYPE (USE): _____

ARCHITECTS NAME & ADDRESS: _____

BUILDERS NAME & ADDRESS: _____

I PROPOSE TO: (STATE EXACT NATURE OF PROPOSED ALTERATIONS & REPAIRS)

ESTIMATED COST OF PROPOSED WORK: _____

If application is to correct/remove/restore existing violations copy of said Violation Notice or Appearance Ticket MUST be submitted with this application.

Applicant Name: _____ Applicant Signature: _____

Applicant Address: _____ Phone # _____

OWNER'S SIGNATURE: _____

DATED: _____

OFFICE USE ONLY: _____

NOTARY PUBLIC

PERMIT FEE: _____

PAID ON: _____

CHECK # _____



Building Department

Village of Port Chester
222 Grace Church Street
Port Chester, New York 10573

(914) 939-5203

Fax (914) 939-8747

REQUIREMENTS FOR SUBMISSION OF BUILDING PERMIT APPLICATION

- Application to a obtain building permit must be completely filled out, signed & notarized by the owner and applicant.
- The Section/Block/Lot may be obtained from the Tax Assessor's Office 10 Pearl Street, Port Chester, NY (914) 939-3566.
- **THREE** sets of **SEALED** plans.
- **SURVEY** must be submitted for new structures or additions to accessory.
- Estimated cost of the proposed work must be filled out and a copy of the contract amount section shall accompany application or market rate of construction shall be used to determine the cost of the proposed work Insurance information must be submitted with the application as follows including:
 - Liability Insurance
 - Workers Compensation
 - Insurance Certificate shall name the Village of Port Chester as the Certificate Holder.
 - A Copy of the Builders/Contractor's License must be submitted.
 - Plumbers & Electricians and any other specialized trade requiring a license must obtain & submit a separate permit application and Licensing.
 - If the application is to correct/remove/restore existing violations a copy of said Violation Notice and or Appearance Ticket **MUST** be submitted with the application.
- **ALL APPLICATIONS MUST be submitted to the Building Inspector by appointment ONLY, no exceptions. Please call to schedule an appointment Monday thru Friday 9:00 am to 1:00 pm.**

DECKS & POOLS:

Application must be accompanied by a current survey of the property showing the pool & or deck on the property with the distance of the deck or pool from all property lines and structures. This survey is for the purpose of conducting a zoning review prior to the issuance of a building permit.