

**TOWN OF EASTCHESTER  
BUILDING & PLANNING DEPARTMENT**

40 Mill Road  
Eastchester, NY 10709

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**BUILDING PERMIT APPLICATION PACKAGE**

**TABLE OF CONTENTS**

1. **Submission Requirements for Building Permits**
2. **Insurance Requirements**
3. **Building Permit Application**
4. **Affidavit of Ownership**
5. **Notice of Utilization of Truss Type Construction, Pre-Engineered Wood And/Or Timber Construction in Residential Structures**
6. **Zoning Compliance Table for One- and Two-Family Residences**
7. **Zoning Compliance Table for Multi-Family Residences**
8. **Zoning Compliance Table for Commercial Applications**
9. **Drawing Specifications**

**NOTE:**

When submitting an application, please only include those pages relevant to your application. Do not include instruction sheets or blank zoning compliance tables.

**PERMITTED HOURS OF CONSTRUCTION: 8:00 AM–6:00 PM, MONDAY–FRIDAY**



## INSURANCE REQUIREMENTS

In accordance with Workers' Compensation Law §57 and §220(8)

### THREE SEPARATE INSURANCE CERTIFICATES ARE REQUIRED:

1. **LIABILITY INSURANCE:** ONLY liability insurance is permitted on the ACORD form.
2. For **WORKERS' COMPENSATION INSURANCE**, ONLY the following forms are acceptable:
  - **CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensations and/or Disability Benefits Coverage
  - **C-105.2** – Certificate of Workers' Compensation Insurance (Note: the State Insurance Fund provides its own version of the form – the **U-26.3**)
  - **SI-12** – Certificate of Workers' Compensation Self-Insurance
  - **GSI-105.2** – Certificate of Participation in Workers' Compensation Group Self-Insurance
3. For **DISABILITY INSURANCE**, ONLY the following forms are acceptable:
  - **CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensations and/or Disability Benefits Coverage
  - **DB-120.1** – Certificate of Disability Benefits Insurance
  - **DB-155** – Certificate of Disability Benefits Self-Insurance

□ For building permits ONLY, certain homeowners of 1, 2, 3, or 4 family owner-occupied residences serving as their own General Contractor may be eligible to file Form **BP-1**. (A copy of the form can be obtained from the Building & Planning Department).

**Note:** On all insurances, the certificate holder must be listed as:

Town of Eastchester  
40 Mill Road  
Eastchester, NY 10709

# BUILDING PERMIT APPLICATION

Application Fee: \$ _____	Date Received: _____
Building Permit Fee: \$ _____	
Legalization Fee: \$ _____	
Total Fee Due: \$ _____	Date Received: _____

<b>Internal Use Only</b>	
<input type="checkbox"/>	Highway Permit
<input type="checkbox"/>	Fire Department Approval

**Project Street Address:** \_\_\_\_\_  
**Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_ **Zone:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **FAX or Email #:** \_\_\_\_\_

**Lessee (if any):** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **FAX or Email #:** \_\_\_\_\_

**Architect (if any):** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **FAX or Email #:** \_\_\_\_\_

**Professional Engineer (if any) :** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **FAX or Email #:** \_\_\_\_\_

**Builder or Contractor:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Office Phone #:** \_\_\_\_\_ **FAX or Email #:** \_\_\_\_\_  
**Cell Phone #:** \_\_\_\_\_

**Description of Proposed Project (Please be as specific as possible):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Cost of Construction: \$** \_\_\_\_\_

Note: The estimated cost of construction shall include all costs related to the above described project and shall include design, excavation, foundation, framing, insulation, sheetrock/plaster, roofing, siding, plumbing, electrical, cabinets, and any and all other materials and labor that is utilized, whether donated or contracted, including that of the property owner. If a reasonable estimate for construction is not provided, the amount shall be determined by the Building Inspector. Before a CO can be issued, a signed and notarized Affidavit of Final Construction Costs must be submitted to the Building Department. If the actual cost of construction is greater than the estimated cost of construction, additional fees will be required.

**Clearly Print Name:** \_\_\_\_\_ **Sign Name:** \_\_\_\_\_

### Planning Board Approvals

- Did the application require Planning Board approval? \_\_\_\_\_ Yes \_\_\_\_\_ No
- If yes, a copy(copies) of the Planning Board resolution(s) **MUST** be attached. Check if attached: \_\_\_\_\_

### Zoning Board of Appeals (ZBA) Approvals

- Did the application require ZBA Approval? \_\_\_\_\_ Yes \_\_\_\_\_ No
- If yes, a copy(copies) of the Planning Board resolution(s) **MUST** be attached. Check if attached: \_\_\_\_\_  
(Note: all approved area variances must be clearly identified on the attached Zoning Compliance Table)

# AFFIDAVIT OF OWNERSHIP

State of New York )  
County of Westchester ) SS:

I, \_\_\_\_\_, being duly sworn, deposes and says:  
(clearly print first and last name of property owner)

(check appropriate box)

- I am the owner of the property for which this application is being submitted.
- I am an officer of the corporation that owns the property for which this application is being submitted.

**Further** (check applicable box):

- I am submitting this application on my own behalf.
- I am authorizing the following individual to submit this application on my behalf:

\_\_\_\_\_  
(clearly print name of individual authorized to submit this application)

**Further:**

To the best of my knowledge, information and belief, all statements contained in this application are true, complete and correct, and all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith, and in accordance will all applicable laws, ordinances and regulations.

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Print Name of Owner)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES**

(In accordance with Title 19 of the New York Codes, Rules and Regulations (NYCRR), Part 1265)

**Town of Eastchester Building and Planning Department**

**Property Address:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

**Property Owner Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email #:** \_\_\_\_\_

**PLEASE TAKE NOTICE THAT THE (check applicable line):**

- \_\_\_\_\_ new residential structure
- \_\_\_\_\_ addition to existing residential structure
- \_\_\_\_\_ rehabilitation to existing residential structure

**TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCED ABOVE, WILL UTILIZE (check each applicable line):**

- \_\_\_\_\_ truss type construction (TT)
- \_\_\_\_\_ pre-engineered wood construction (PW)
- \_\_\_\_\_ timber construction (TC)

**IN THE FOLLOWING LOCATION(S) (check each applicable line):**

- \_\_\_\_\_ floor framing, including girders and beams (F)
- \_\_\_\_\_ roof framing (R)
- \_\_\_\_\_ floor framing and roof framing (FR)

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**CAPACITY:** \_\_\_\_\_ **Owner** \_\_\_\_\_ **Owner's Representative**

## ZONING COMPLIANCE TABLE ONE- AND TWO-FAMILY RESIDENCES

(New Construction and Additions)

ZONE: \_\_\_\_\_

Notes: Information must be based on definitions in the current Zoning Law of the Town of Eastchester. If not applicable, leave box blank. Check box in far right column if variance is required (even if already approved by the ZBA).

	Existing	Required/ Permitted	Proposed	Variance Required
<b>LOT INFORMATION</b>				
Lot Area (sf)				
Lot Frontage (ft)				
Yard Setbacks (ft):				
Front Yard				
Rear Yard				
First Side Yard				
Second Side Yard				
Side Yard Adjoining Street				
<b>PRINCIPAL BUILDING INFORMATION</b>				
Gross Floor Area (sf)				
Building Height:				
Stories				
Height to Principal Eave (ft)				
Height to Highest Roof Ridge (ft)				
<b>ACCESSORY STRUCTURES</b>				
<b>Detached Garage</b>				
Setbacks:				
To Principal Building				
To Side Lot Line				
To Rear Lot Line				
Building Height:				
Height to Principal Eave (ft)				
Height to Highest Ridge (ft)				
<b>Other Accessory Structure</b> (indicate type of structure – shed, pool, etc.)				
Setbacks:				
To Principal Building				
To Side Lot Line				
To Rear Lot Line				
Building Height:				
Height to Principal Eave (ft)				
Height to Highest Ridge (ft)				
<b>BUILDING COVERAGE</b>				
Principal Building Coverage (sf)				
Principal Building Coverage (%)				
Accessory Building Coverage (sf)				
Accessory Building Coverage (%)				
<b>IMPERVIOUS SURFACE COVERAGE</b>				
Impervious Surface Coverage (sf)				
Impervious Surface Coverage both (%)				

Note: See Section 13 of the Zoning Law for requirements related to driveways (e.g., pavement width, curb cuts, setbacks grades; requirements for circular driveways, etc.). See Section 8 of the Zoning Law for requirements related to fences and walls.

Are any variances required (or were any variances approved by the ZBA) that are not listed on the table above?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, describe all additional variances: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ZONING COMPLIANCE TABLE**  
**MULTI-FAMILY RESIDENTIAL APPLICATIONS**  
(New Construction and Additions)

**ZONE:** \_\_\_\_\_

**LOT AREA (SF):** \_\_\_\_\_

**TOTAL NUMBER OF UNITS:** \_\_\_\_\_, **Including:**

- **1-BEDROOM UNITS:** \_\_\_\_\_
- **2-BEDROOM UNITS:** \_\_\_\_\_
- **3-BEDROOM UNITS:** \_\_\_\_\_
- **4-BEDROOM UNITS:** \_\_\_\_\_

Notes: Information must be based on definitions in the current Zoning Law of the Town of Eastchester. If not applicable, leave box blank. Check box in far right column if variance is required (even if already approved by the ZBA).

	Existing	Required/Permitted	Proposed	Variance Required
Lot Size				
Yard Setbacks:				
Front Yard				
Rear Yard (from principal building)*				
Rear Yard (from parking area)*				
First Side Yard				
Second Side Yard				
Principal Building Coverage (sf)				
Principal Building Coverage (%)				
Principal Building Height (stories)*				
Principal Building Height (ft)*				
Accessory Building Height (stories)				
Accessory Building Height (ft)				
Total Parking Spaces				
HC Accessible Parking Spaces				
Impervious Surface Coverage (sf)				
Impervious Surface Coverage (%)				

Note: See Section 13 of the Zoning Law for additional requirements related to landscaping, loading, parking, and driveways. See Section 8 of the Zoning Law for requirements related to fences and walls.

\*Is the Site within 150 feet of a One- or Two-Family Residence District?    \_\_\_No           \_\_\_Yes

If yes, see Section 7.C of the Town of Eastchester Zoning Law and provide zoning compliance information accordingly.

Are any variances required (or were any variances approved by the ZBA) that are not listed on the table above?

\_\_\_Yes           \_\_\_No

If yes, describe all additional variances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**ZONING COMPLIANCE TABLE  
COMMERCIAL APPLICATIONS**  
(New Construction and Additions)

**ZONE:** \_\_\_\_\_

**TOTAL LOT AREA (SF):** \_\_\_\_\_

**TOTAL GROSS FLOOR AREA (GFA):** \_\_\_\_\_, **INCLUDING:**

- **EXISTING GFA:** \_\_\_\_\_
- **PROPOSED GFA:** \_\_\_\_\_

Notes: Information must be based on definitions in the current Zoning Law of the Town of Eastchester. If not applicable, leave box blank. Check box in far right column if variance is required (even if already approved by the ZBA).

	Existing	Required/Permitted	Proposed	Variance Required
Yard Setbacks:				
Front Yard				
Rear Yard (from principal building)*				
Rear Yard (from parking area)*				
First Side Yard				
Second Side Yard				
Side Yard Adjoining a Street				
Principal Building Coverage (sf)				
Principal Building Coverage (%)				
Principal Building Height (stories)*				
Principal Building Height (ft)*				
Accessory Building Height (stories)				
Accessory Building Height (ft)				
Total Parking Spaces				
HC Accessible Parking Spaces				
Loading Spaces				

Note: See Section 13 of the Zoning Law for additional requirements related to landscaping, loading, parking, and driveways. See Section 8 of the Zoning Law for requirements related to fences and walls.

\*Is the Site within 150 feet of a One- or Two-Family Residence District?    \_\_\_\_\_ No            \_\_\_\_\_ Yes

If yes, see Section 7.C of the Town of Eastchester Zoning Law and provide zoning compliance information accordingly.

Are any variances required (or were any variances approved by the ZBA) that are not listed on the table above?

\_\_\_\_\_ Yes            \_\_\_\_\_ No

If yes, describe all additional variances: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## DRAWING SPECIFICATIONS

- Site location map, showing the general location of the property within the Town of Eastchester (required for all applications)
- Current property survey, prepared and certified by a Land Surveyor licensed in the State of New York (required for all applications involving a change to the site plan -- e.g., increase/decrease in building footprint, increase in paved surfaces, addition of accessory structure, etc.)
- Proposed site plan drawing(s), based on and citing the certified property survey, showing:
  - required, existing and proposed zoning setbacks
  - existing and proposed structures
  - dimensions
  - existing and proposed contours at maximum 2-foot intervals, extended at least 10 feet into adjoining properties and to the center line of any adjacent street
  - elevation of the existing grade at the four or more principal building corners
  - elevation of the proposed grade at the four or more principal building corners
  - proposed storm water management plan including drainage calculations. Stormwater facilities must be provided to accommodate any net increase in impervious surfaces on the site based on zero increase in the rate of discharge for the site and designed for a 50-year storm event (7.5 inches of rainfall)
  - proposed sediment and erosion control plan
- Proposed floor plans
- Gross floor area (GFA) plan clearly showing the gross floor area of each story of the building. (required for both new construction and additions)
- Proposed building elevations, including:
  - proposed materials and finishes
  - dimensions
  - elevation of the principal eave, based on a surveyed bench mark
  - elevation of the highest ridge line, based on a surveyed bench mark
- Construction details, including all retaining walls over 2 feet high
- All plans for applications for construction of commercial structures must include a certification that the structure meets the requirements of the New York State Energy Conservation Construction Code.
- Electrical, plumbing, HVAC and fire suppression/alarm system schematics (hard-wired fire alarm systems must be installed in accordance with the New York State Building Code).

**Note: Certain items noted above may be waived depending on the scope of proposed work.**