



# Building Permit Instructions

## City of Rye, New York Building Department

1051 Boston Post Road, Rye, New York 10580

Phone: (914) 967-7372 Fax (914) 967-7185

[www.ryeny.gov](http://www.ryeny.gov)

### A. OVERVIEW

Exterior building permits require a substantial amount of information in order to comply with New York State and City of Rye laws. Compiling and preparing this information takes time and often requires the assistance of a licensed professional. In order to efficiently process every building permit application and have them reviewed by the Board of Architectural Review it's important that we strictly adhere to all deadlines. Please (pretty please) give yourself enough time to complete all of the required information before you make any submission. For lots of important reasons *administrative staff has been directed not to accept incomplete or late applications.*

### B. DEADLINES FOR SUBMISSION

All exterior building permit applications must be presented to the Architectural Review Board for their review and approval. Completed applications must be submitted to the Building Department on or before 12:00 PM noon on the submission date noted on the attached schedule. Board of Architectural Review meetings begin at 7:30 PM, which are held in City Hall at 1051 Boston Post Road, Rye, New York 10580.

### C. BUILDING PERMIT APPLICATION CHECK LIST

All Building Permit Applications Must Include the Following to be accepted by the Building Department: *(Please complete this check list):*



**Complete Applications.** The Building Permit and Board of Architectural Review application forms (attached hereto) must be completed with a notarized signature where indicated.



**Completed Wetland Permit Determination Form.** The Wetland Determination (for conformance with Chapter 195 Wetlands and Water Courses) must be completed and signed by staff prior to submission of the building permit application. The applicant will drop off the Request for Wetlands Determination Form and attach a site plan with improvements shown to the Planning/Building Departments by Wednesday at 12:00 pm. The signed Wetlands Determination will be available for pick up at the Planning/Building Departments the Thursday of the following week. The signed Wetland Determination must then be included in the building permit application along with payment for the determination.



**Mailing of Notice.** The notice of a building permit application must be mailed to neighbors. All notices mailed must be sent via certified mail (no return receipt required). All certificates of mailing must be provided to the Building Department at fourteen (14) days prior to the public hearing.



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**Four (4) Copies of Plans.** Plans must show the proposed building addition or alteration, drawn, 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 each include site plan showing the location of new utilities, the existing structure and proposed addition or alteration, with existing and proposed grading and erosion control. **The information provide on the site plan shall be based on a survey prepared within the last 2 years of the submission date. A copy of the survey must be submitted.** Plans must include Zoning Analysis. All plans must be folded, not rolled, white side out. The Design Professional shall submit with the application the method and documents used for the determination of the energy calculation per Section 104 of the Energy Conservation Construction Code of New York State.



**Photographs.** Front, rear and side views of the existing property and building where work will be to be done.



**Filing Fees.** All building permits must include three (3) separate checks payable to the "City of Rye" for the following fees:

- Wetland Determination: Flat fee of \$20
- Building Permit: \$16 per every \$1,000 of construction cost (min. \$75)
- Certificate of occupancy:
  - For a 1 or 2 family residence: is a \$100 flat fee.
  - For a multi-family residence or commercial property: is a \$175



**Copy of Variance.** Where applicable, please include a copy of any variance granted by the City Board of Appeals related to the building project.



**Surface Water Control Permit.** Though not required for the submission of a building permit, it is strongly recommended that any project involving modifications or expansions to a building or structure or changes in site grading also file for a Surface Water Control Permit as required by the City Engineering Department. Doing so will avoid delays. A building permit will not be issued until a Surface Water Control Permit has been issued by the City Engineer.

## D. OBTAINING A BUILDING PERMIT

Only after your application has been approved by the Board of Architectural can a building permit be issued. In order to obtain a permit once you have been approved by the Board of Architectural Review, you must submit the following:



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1. **Contractor's License.** A 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, Liability and Worker's Compensation.** Contractors insurance, (naming the city of rye as certificate holder and additionally insured) including liability and workers compensation (or a signed New York state compensation waiver).

### E. BUILDING DEPARTMENT INSPECTIONS

After a building permit is issued, the permit must be prominently displayed on the building (typically in the front window). During the course of construction there a variety of inspections that must be conducted by the City Building Department. It is the responsibility of the applicant, owner, person or corporation to notify the Building Department when ready (**24-hour notice**) at (914) 967-7372, for site protection, footing, foundation, framing, insulation, plumbing, and final inspections, etc.. *All inspections are done on Tuesday and Thursday only.*

### F. CERTIFICATE OF OCCUPANCY

After construction is completed you must obtain a Certificate of Occupancy. This is an important step that many do not complete. The City maintains records of applications that fail to obtain Certificates of Occupancy, which are noted by title searchers prior to the sale of a property. Open "COs" can delay closing and complicate real estate transactions.

The following must be submitted for an issuance of a certificate of occupancy:

1. Final NYS electrical certificate
2. Statement of final cost (completed by homeowner)
3. Certificate of construction compliance (completed by supervising architect or contractor)
4. Final inspection, including final plumbing/peppermint test and smoke test for fire place inspection, if required
5. Any final/additional building permit fees must be paid.
6. As-built survey, if required

The above should be submitted within (10) days after the work has been completed. New buildings or use of existing building shall not be used in whole or in part, until a Certificate of Occupancy has been issued by the Building Department certifying that such building conforms to the provisions of the code. The occupancy or use of existing building shall not continue after completion of the alteration, repair or addition without a certificate of occupancy.

Any person or corporation in violation of any provisions of ordinances or codes, including failure to apply for a building permit or certificate of occupancy shall be liable to a penalty, as provided in the ordinances and codes of the city of rye, as prescribed by law.



# Building Permit Application

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Permit Type (Check Applicable Box):

- Interior
- Exterior
- Plumbing
- Electric
- Oil Burner/Tank
- Heating Equipment
- Other (Describe): \_\_\_\_\_

Value of Improvement \$ \_\_\_\_\_

*See Instruction and Procedures.*

*Available online at [www.ryeny.gov/building.htm](http://www.ryeny.gov/building.htm)*

*Note: All Exterior Building Permits Require Board of Architectural Review Approval and City Naturalist Wetland Determinations (Separate forms required and available online).*

**A. Project Address:** \_\_\_\_\_

**B. Applicant:** (If Applicant is not owner, property owner signature is required).

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**C. Property Owner:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

## For Building Department Use Only:

Application Receipt Date:

Application No.: \_\_\_\_\_

Permit No.: \_\_\_\_\_

C.O. No.: \_\_\_\_\_

Const. Value.: \_\_\_\_\_

Permit Fee: \_\_\_\_\_



# Building Permit Application

## City of Rye, New York Building Department

**D. Property Information:**

Street Address: \_\_\_\_\_

City: Rye State: NY Zip: 10580

Property Area (Acres): \_\_\_\_\_

Tax Map Designation: Sheet: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Sheet: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Sheet: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_

Flood Insurance Zone: \_\_\_\_\_

**E. Project Description:** (Please briefly describe the proposed project).

**F. Zoning Compliance:** (Please complete the following table).

Zoning District:	Allowed/Required	Existing	Proposed
<i>Principal Building(s):</i>			
Lot Area (in square feet)			
FAR			
First Floor Area	n/a		
Second Floor Area	n/a		
Other Floor Area	n/a		
Total Floor Area			
Front Yard			
Shortest Side Yard			
Total of Two Side Yards			
Rear Yard			
Building Height			
<i>Accessory Building(s):</i>			
Floor Area			
Shortest Setback			
Building Height			



# Building Permit Application

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### G. Regulatory Compliance

1. Will the proposed project place any fill or a structure within a Flood Zone?  Yes  No  
*(If yes, Chapter 100, Floodplain Management, may apply)*
2. Is the proposed activity located within a designated preservation area?  Yes  No  
*(If yes, Chapter 117, Landmarks Preservation, may apply)*
3. Is a fence or wall proposed as part of the application?  Yes  No  
*(If yes, Chapter 90, Fences and Walls, may apply)*
4. Is the property located within a designated coastal area boundary?  Yes  No  
*(If yes, Chapter 73, Coastal Zone Management, may apply)*
5. Is the property located within 100 feet of a wetland?  Yes  No  
*(If yes, Chapter 195, Wetlands and Watercourses, may apply)*

### H. Prior Approvals – Application Checklist for Permits

To facilitate the approval process, the City of Rye requests that applicants indicate below all permit applications that are **pending**, have been **approved** or have been **rejected** for the subject property. The following checklist will allow the City authorities to be more familiar with properties that are the subject of the current application. Please indicate all applications submitted for the property in question, including those that were prepared for projects separate from the current one. Intentionally omitting any items from this checklist is cause for delay or rejection of the application(s) being considered.

Board, Commission or Inspector:	Date(s) of Prior Approval(s):	City Identifier Reference(s):	Previous Action(s) on Application(s):	New Permit(s) Applied for: (Check Boxes)
Appeals				<input type="checkbox"/>
Architectural Review				<input type="checkbox"/>
Conservation				<input type="checkbox"/>
Landmarks				<input type="checkbox"/>
Planning Commission				<input type="checkbox"/>
Building Inspector				<input type="checkbox"/>
City Engineer				<input type="checkbox"/>
Naturalist				<input type="checkbox"/>
City Planner				<input type="checkbox"/>
Other:				<input type="checkbox"/>



# Building Permit Application

## City of Rye, New York Building Department

### I. Signatures

INSERT SIGNATURE STUFF

---

Applicant Signature

---

Date

---

Property Owner Signature

---

Date

---

Notary Public

---

Date



# Board of Architectural Review Application

## City of Rye, New York Building Department

**A. Address:** \_\_\_\_\_

**B. Applicant:** (If Applicant is not owner, property owner signature is required).

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Specify the following:

	Material	Color
Exterior Walls:	_____	_____
Roof:	_____	_____
Trim:	_____	_____
Shutters:	_____	_____
Chimney:	_____	_____

The following have been provided:

	Yes	No
Photographs:	_____	_____
Elevation:	_____	_____
Plot Plan:	_____	_____

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature \_\_\_\_\_  
Date

**Building Inspector's Determination:**

This project complies with the requirements of Chapter 53 of the Rye City Code Yes: \_\_\_ No: \_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_