



**BUILDING DEPARTMENT**  
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**INSTRUCTIONS FOR FILING A BUILDING PERMIT APPLICATION**

**APPLICANT MUST SUBMIT: (BLASTING APPLICATIONS)**

- Permit application
- Plans and Specifications – see Blasting Regulations and Standards
- Blasting Contractor's License & Insurance Documentation (Liability, Disability & Workers Comp.) ***The Contractors Liability Insurance must list the Village of Briarcliff Manor as Additionally Insured and note the address where work is to be performed in the Description of Operations section.***
- Fee per Master Fee Schedule
- Inspection Fees – Escrow required
- Completed Pre-Blast Survey

**APPLICANT MUST SUBMIT: (SIGN PERMIT APPLICATIONS)**

- Planning Board Application
- Permit application
- Full color rendering of proposed sign
- Contractor Information (as stated above)
- Copy of Survey and/or Site Plan
- Zoning or Planning Board Approvals where applicable
- Statement of Special Inspections where applicable. (Solar/Legalizations/Other)