



BUILDING DEPARTMENT
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INSTRUCTIONS FOR FILING A BUILDING PERMIT APPLICATION

APPLICANT MUST SUBMIT: (INTERIOR APPLICATIONS)

- Permit application
- Plans and Specifications (Three (3) copies)
- Contractors Home Improvement License & Insurance Documentation (Liability, Disability & Workers Comp.)
The Contractors Liability Insurance must list the Village of Briarcliff Manor as Additionally Insured and notate the address where work is to be performed in the Description of Operations section.
- Fees per Master Fee Schedule
- Individual Trade Permits
- Statement of Special Inspections where applicable. (Solar/Legalizations/Other)
- Fire Code Compliance

APPLICANT MUST SUBMIT: (EXTERIOR APPLICATIONS)

- Same as above.
- Completed Code Compliance Worksheet
- Request for Review from Department of Public Works Review form (May be waived for Decks).
- Copy of Survey and/or Site Plan
- Storm Water Pollution Prevention Plan (May be waived for Decks)
- Zoning or Planning Board Approvals where applicable
- Mandatory Tree Planting Plan (MTPP)

APPLICANT MUST SUBMIT: (DEMOLITION PERMIT)

- Permit application
- Contractor Information (as stated above)
- Fees per Master Fee Schedule
- Letter from Dept. of Public Works stating water and sewer have been disconnected for demolition purposes
- Letter from Con Edison stating that utilities have been disconnected for demolition purposes
- Survey of property showing building(s) being demolished
- Storm Water Pollution Prevention Plan – Including dust control
- Report demonstrating compliance with *New York State Industrial Code Rule 56-Asbestos*
- Photograph of structure(s) being demolished
- Report demonstrating property has been exterminated