



Building Permit Application

City of Rye, New York Building Department

1051 Boston Post Road, Rye, New York 10580

Building@ryeny.gov

(914) 967-7372

www.ryeny.gov

Permit Type (Check Applicable Box):

One- and Two-Family:		Other:	
<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Interior Building*
<input type="checkbox"/>	Addition/Alteration	<input type="checkbox"/>	Modification of Approved Permit/Plans
Multi-Family and Commercial:		<input type="checkbox"/>	Extension of Approved Building Permit*
<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Re-roofing**
<input type="checkbox"/>	Addition/Alteration	Value of Improvement: \$	
<input type="checkbox"/>	Change of Tenant Occupancy**		
<input type="checkbox"/>	Temporary Tent**		

* Complete Sections A thru H only., **Complete Sections A, B, C, D, E and H only

A. Property Information:

Street Address: _____

Property Area (Acres): _____

Tax Map Designation: _____

Sheet: _____

Block: _____

Lot(s): _____

Sheet: _____

Block: _____

Lot(s): _____

Zoning District: _____

Current Use: _____

Proposed Use: _____

Flood Insurance Zone: _____

Zone: _____

Elevation: _____

Prior Bldg. Permit No. _____

Required for Modifications and Extensions only

B. Applicant:

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email: _____

* If Applicant is an LLC, please provide name of principal and contact information.

C. Contractor:

Name: _____

West. Co. Lic. #: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email: _____

NOTE: Please attach hereto, contractors insurance, (naming the City of Rye as certificate holder and additionally insured) including liability and Form NYS C105 workers compensation (NYS 105) (or a signed New York State compensation waiver).

For Building Department Use Only:

Application Receipt Date:

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D. Property Owner:

Name*: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

** If owner is an LLC, please provide name of principal and contact information.*

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

F. Regulatory Compliance:

1. Is the project located in a flood zone or floodway? Yes No
(If yes, [Chapter 100, Floodplain Management](#), may apply)
2. Is the project a Protected Structure or within a Preservation District? 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)
6. Is any land disturbing activity proposed greater than 300 square feet? Yes No
(If yes, Please complete an Engineering Review Form as required by [Chapter 174, Stormwater Management](#), of the Rye City Code)
7. Is any tree removal proposed? Yes No
(If yes, [Chapter 187, Trees](#) may apply)
8. Is any signage proposed? Yes No
(If yes, [Chapter 165, Signs](#) may apply)
9. Would the project change the exterior appearance of the structure? Yes No
(If yes, [Chapter 153, Architectural Review](#) applies. Please complete the Board of Architectural Review Application attached hereto.)



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G. Zoning Compliance:

Applicants are responsible for their applications to be compliant with all requirements of [Chapter 197, Zoning](#), of the Rye City Code. To assist the City in assessing compliance, please complete the table below and include on the first page of the plan submission. This table includes many, but not all of the bulk and dimensional requirements of the City Zoning Code. Please visit www.ryeny.gov for entire Code.

Zoning District:	Allowed/Required ¹	Existing	Proposed ²
Principal Building(s):			
Lot Area (in square feet)			
Floor Area Ratio³			
First Floor Area	n/a		
Second Floor Area	n/a		
Attic Floor Area	n/a		
Other Area ⁴	n/a		
Total Floor Area			
F.A.R. ⁵			
Yard Setbacks			
Front Yard			
Shortest Side Yard			
Total of Two Side Yards			
Rear Yard			
Lot Width			
Height/Stories			
Number of Stories			
Building Height			
First Floor Elevation ⁶			
Parking			
Number of Spaces			
Closest Side Yard Setback			
Accessory Building(s):			
Floor Area			
Front Yard Setback			
Closest Side Yard Setback			
Rear Yard Setback			
Max. Rear Yard Coverage			
Number of Stories			
Building Height			

¹ Carefully review all sections of [Article V of the City Zoning Code](#) **AND** footnotes included in Tables [A](#), [B](#) and [C](#).

² Provide copies, if any, of all variances issued for the property regardless of whether they are related to the project.

³ Floor area diagram of every floor (and accessory building(s)) is required for all new construction and additions.

⁴ Shall include other floors (if applicable) and all existing and proposed accessory building(s) on the property.

⁵ F.A.R. shall be rounded to not more than three (3) decimal places (e.g. 0.256)

⁶ For single-family residential buildings see Section [197-46.1](#).



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H. Affidavit

State of New York
County of Westchester

I, _____ (please print), being duly sworn, depose and say that I am the owner (lessee, engineer, surveyor, architect, builder, or agent of the owner) in fee of the premises to which this application applies; that I (the applicant) is duly authorized to make this application and that the statements contained in the papers submitted herein are true to the best of his knowledge and belief, and that the work will be performed in the manner of set forth in the application and in the plans and specification filed therewith, and in accordance with State Uniform Building Code and all other applicable laws, ordinances and regulations of the municipality.

The signature of the applicant also grants consent to having relevant City Staff or City Board or Commission members responsible for of the review or approval of this application(s) to enter the property of the subject application.

Signature of Applicant

SWORN to before me this _____ day of _____, 20 _____.

Notary Public

Note: For additional information and a complete description of the Department's building permit process and submission requirements please visit the Building Department page of the City's website at www.ryeny.gov/government/building-department.



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A. Address:

B. Applicant:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

C. Property Owner:

Name*: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

** If owner is an LLC, please provide name of principal and contact information.*

D. Project Description (please specify the following):

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

The following have been provided:

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



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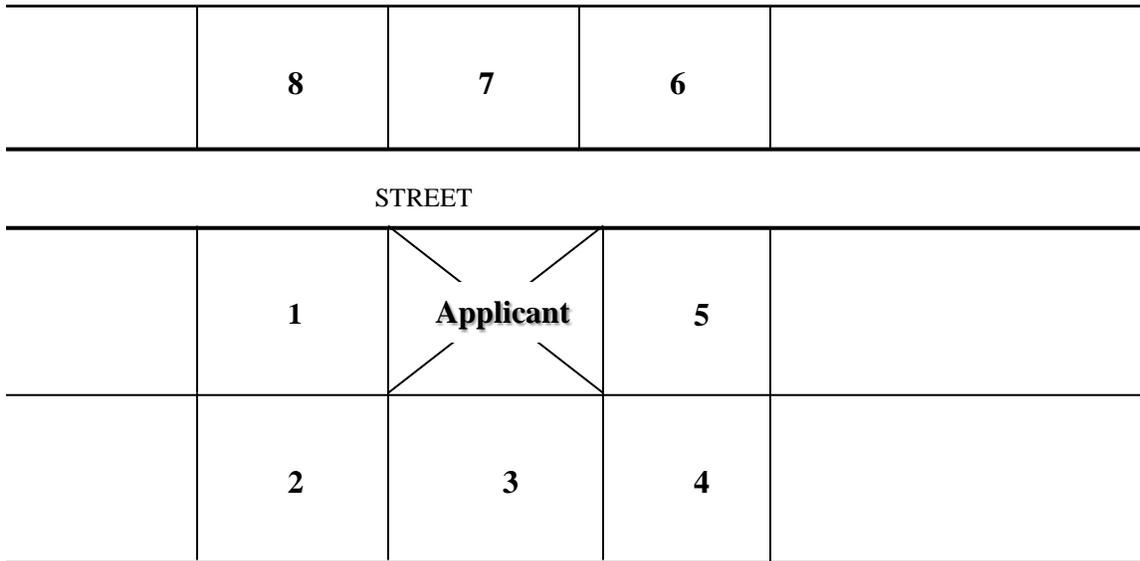
1051 Boston Post Road, Rye, New York 10580

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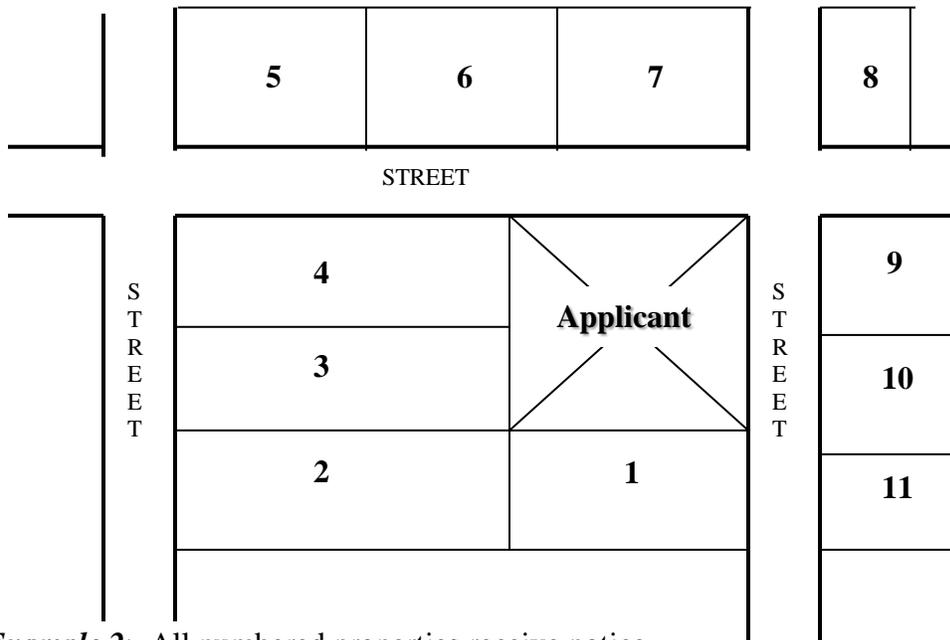
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At least **fourteen (14) days** prior to the Board of Architectural Review meeting date, the applicant must circulate the public notice to all property owners *abutting and located across the street* from the subject property. Notice shall be sent via certified mail (no return receipt). A copy of the certificate of mailing shall be included with the submission of a building permit to the City Building Department. Names and addresses of neighbors can be found by using the “abutters” tab from the mapping section of the City’s website at www.ryeny.gov.



Example 1: All numbered properties receive notice.



Example 2: All numbered properties receive notice.



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NOTICE

An application is being made for a building permit to the City of Rye, New York Building Department for the following:

- _____ Addition
- _____ Alteration
- _____ New structure

For a property located at: _____

(Check only one of the following paragraphs)

_____ This application will be referred to the Board of Architectural Review for aesthetic consideration pursuant to Chapter 53 of the Rye City Code, and will be reviewed by the Board at a future public meeting. To determine when this application will be reviewed, please visit the City of Rye website at www.ryeny.gov and click on *Board of Architectural Review Agenda*.

_____ This application is being submitted for a Building Permit as a "Small Project" pursuant to Section 53-1 (B) of the Rye City Code. "Small Projects" are exempt from review by the Board of Architectural Review unless referred by the Building Inspector upon finding that the project may have a substantial aesthetic impact upon immediate neighboring properties. The Board of Architectural Review has prepared guidelines for such referral of "Small Projects", including the receipt of comments from neighbors regarding aesthetic impact. **If you wish to review and comment on this application, you must contact the Building Department within fourteen (14) days of the date indicated on this form.**

This notice is being submitted to you by _____
(please print)

Date