



# Permit Process

## City of Rye, New York Building Department

1051 Boston Post Road, Rye, New York 10580

[Building@ryeny.gov](mailto:Building@ryeny.gov)(914) 967-7372 [www.ryeny.gov](http://www.ryeny.gov)

### Submit

- Submit the following in .pdf format to [building@ryeny.gov](mailto:building@ryeny.gov):
  - Permit Application Form
  - Survey, Plans and Related Information
  - Contractor Name, Licenses and Insurances
  - Engineering Application and Plans (*exterior only*)
  - Certificate of Mailing of Notice (*exterior only*)

### Pay and Review

- Receive online payment instructions from Building Department.
- Review digital sharefile folder for status of application review.
- Respond to department plan review comments and submit to [building@ryeny.gov](mailto:building@ryeny.gov).

### Permit

- Submit complete set of Department approved plans in .pdf format to [building@ryeny.gov](mailto:building@ryeny.gov).
- Submit (via mail or dropbox at City Hall) complete set of full size paper approved plans
- Receive approved permit and plans via email.



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### A. Overview

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 requires the assistance of a New York State Licensed Professional. In order to efficiently process every building permit application and have exterior building permits reviewed by the Board of Architectural Review it's important that we strictly adhere to all deadlines. Please give yourself enough time to complete all of the required information before you make any submission.

### B. Submission Deadlines

All exterior building permit applications must be presented to the Architectural Review Board for their review and approval. Completed applications must be emailed to the Building Department at [BUILDING@RYENY.GOV](mailto:BUILDING@RYENY.GOV) on or before 12:00 PM on the Tuesday fourteen (14) days before the Board of Architectural Review meeting date. [Board of Architectural Review meeting dates and submission deadlines](#) are under the calendar section of the City's website (<https://www.ryeny.gov/government/building-department>).

There is no deadline for the submission of an interior building permit involving no exterior changes to the structure.

### C. Building Permit Submission Checklist

<b>Interior Building Permit Application Submission Requirements</b> <i>Submit via email to <a href="mailto:building@ryeny.gov">building@ryeny.gov</a> in .pdf format</i>	
<input type="checkbox"/>	<b>FORM.</b> Completed and signed <a href="#">Building Permit Application Form</a> . Please use the newest form required by the Department, which includes fillable fields and available online.
<input type="checkbox"/>	<b>PAYMENT.</b> The Department does not accept checks or cash. Upon making a digital submission to the Department you will receive an email stating the required fee amount and instructions on how to make an online payment. All fees are in the <a href="#">Building Department Fee Schedule</a> found under the Building Department page of the City's website at <a href="http://www.ryeny.gov/government/building-department">www.ryeny.gov/government/building-department</a> .
<input type="checkbox"/>	<b>PLANS.</b> Digital plans with all proposed interior building modifications drawn, signed and sealed by a New York State licensed/registered Architect or Professional Engineer. The drawings shall be drawn at a minimum of 1/4"=1" scale.
<input type="checkbox"/>	<b>CONTRACTOR.</b> A copy of the contractor's currently valid Westchester County Home Improvement License. A copy of the contractor's insurance naming the City of Rye as certificate holder and additionally insured including liability and Form



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	NYS C105 workers compensation (NYS 105) or a signed New York State compensation waiver (C-105.2 (9-07)).
<input type="checkbox"/>	<b>SUBMIT.</b> Complete digital copy of all submitted application forms, plans and other documents (.pdf format) shall be emailed to <a href="mailto:building@ryeny.gov">building@ryeny.gov</a> .

### Exterior Building Permit Application Submission Requirements

Submit via email to [building@ryeny.gov](mailto:building@ryeny.gov)

<input type="checkbox"/>	<b>FORM.</b> Completed and signed <a href="#">Building Permit Application Form</a> . Please use the newest form required by the Department, which includes fillable fields and available online.
<input type="checkbox"/>	<b>BAR.</b> Completed Board of Architectural Review Form, which is pages 5-7 of the Building Permit Application Form.
<input type="checkbox"/>	<b>NOTICE.</b> <a href="#">Certificate of Mailing</a> of BAR Meeting Notice. The certificate of mailing of BAR meeting notice must be mailed to neighbors prior to the submission of the building permit application pursuant to the notice requirements on the Board of Architectural Review application form.
<input type="checkbox"/>	<b>PAYMENT.</b> The Department does not accept checks or cash. Upon making a digital submission to the Department you will receive an email stating the required fee amount and instructions on how to make an online payment. All fees are in the <a href="#">Building Department Fee Schedule</a> found under the Building Department page of the City's website at <a href="http://www.ryeny.gov/government/building-department">www.ryeny.gov/government/building-department</a> .
<input type="checkbox"/>	<b>ENGINEERING.</b> An Engineering Review Form (available online), site plans and stormwater reports if the project involves any land disturbing activity greater than three hundred (300) square feet. The <a href="#">Engineering/Surface Water Control Review fee</a> can be found under the Building Department page of the City's website at <a href="http://www.ryeny.gov/government/building-department">www.ryeny.gov/government/building-department</a> . A fully designed drainage plan is required for any project that result in a net increase in impervious area 300 or more square feet. A building permit will not be issued until the requirements of <a href="#">Chapter 174, Stormwater Management</a> , of the Rye City Code have been satisfied and approved by the Building Department's consulting engineer.
<input type="checkbox"/>	<b>PLANS.</b> Digital plans with all proposed interior building modifications drawn, signed and sealed by a New York State licensed/registered Architect or Professional Engineer. The drawings shall be drawn at a minimum of 1/4"=1" scale. If engineering plans are not required a site development should be included in the submission showing zoning compliance, existing and proposed building and site improvements, existing and proposed grading (including any walls), existing trees over 8-inches in caliper and stormwater and erosion control measures.



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<input type="checkbox"/>	<b>SURVEY.</b> A property survey reflecting current property conditions. Topographic information on the survey is preferred including contours at 1-foot intervals and will be required at the discretion of the Building Department for significant projects.
<input type="checkbox"/>	<b>PHOTOGRAPHS.</b> Front, Rear and Side views of the existing property and building where work is to be done.
<input type="checkbox"/>	<b>BOARD APPROVALS.</b> If applicable, please include a copy of any variance granted by the City Board of Appeals related to the project and a copy of any resolution of the City Planning Commission required in connection with the project.
<input type="checkbox"/>	<b>SUBMIT.</b> A complete digital copy of all submitted application forms, plans and other documents (.pdf format) shall be emailed to <a href="mailto:building@ryeny.gov">building@ryeny.gov</a>

### D. Obtaining a Building Permit

The amount of time it takes to review an application by the Building Department depends on a number of factors including current permit volume and project complexity. Typically, the Building Department issues written comments that require responses from the applicant or its design professional before a permit is issued. The completeness and professionalism of an application submission is among the most critical factors impacting the timeliness of a building permit issuance. Upon satisfying the comments of Building Department staff the following is required for the issuance of a building permit:

- Approval from the Board of Architectural Review (if required).
- Satisfying all conditions of approval required by other City Boards or Commission, including the City Planning Commission or Board of Appeals, if applicable.
- A copy of the contractor's currently valid Westchester County Home Improvement License.
- 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 (C-105.2 (9-07)).

### E. Building Department Inspections

When a building permit is issued, the permit must be prominently displayed on the building (typically in the front window) or on the property.

During the course of construction there are a variety of inspections that must be conducted by the City Building Department. A general schedule has been provided along with the permit and plans.



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It is the responsibility of the Applicant, Owner, Contractor or Corporation to notify the Building Department when ready (a minimum 24-hour notice) at (914) 967-7372, for all inspections including site protection, footing, foundation, framing, insulation, plumbing, etc.

All general inspections are done on Monday, Tuesday, Thursday and Friday.

All final inspections will be scheduled separately.

### **F. Modification or Extension of Approved Building Permit**

If it becomes necessary to modify your building permit plans or application you must complete a [Building Permit Application Form](#) and submit the revised drawings to the Building Department. Modifications must be submitted and approved by the Building Department *before* the work is initiated. It is very important that the modified plans clearly identify all changes in the approved plans. Depending on the nature of the changes it could be subject to additional review by the Board of Architectural Review and may change the project's compliance with the City's Zoning Code and other relevant codes.

Building permits are valid for one (1) year from the date of issuance. If construction has not been substantially initiated by the date of the permit expiration you need to file for a one-year building permit extension. Staff will review the application to determine that there have been no changes in relevant laws and codes that may require that the application be amended. The Building Department will not issue an extension for more than five (5) years after the date of the original issuance.

### **G. Certificate of Occupancy**

After construction is complete 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 sale of 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 property owner)
3. Any final/additional building permit fees must be paid
4. Certificate of Construction Compliance (completed by supervising architect or contractor)
5. As-built survey showing, if applicable, location of the proposed building or addition including first floor elevation dimensions to property lines, final grading, location of all stormwater improvements and other site improvements (i.e.



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- driveways, walls, sidewalks, utility connections, etc.).
6. Upon submission of the above information, the Building Department must complete a final inspection, including Final Plumbing/Peppermint Test and Smoke Test Inspection for Fireplace, Sprinkler System

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.