



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

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 give yourself enough time to complete all of the required information before you make any submission.

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 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 (www.ryeny.gov).

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):*

<input type="checkbox"/>	Completed Building Permit Application Form, signed and notarized.
<input type="checkbox"/>	Completed Board of Architectural Review Form.
<input type="checkbox"/>	Certificate of Mailing of BAR Meeting Notice. The certificate of mailing of BAR meeting notice must be mailed to neighbors <i>prior to the submission of the building permit application</i> . Notice instructions are attached hereto.
Fees. All building permits must include three (3) separate checks payable to the "City of Rye" for the following fees:	
<input type="checkbox"/>	Building Permit Fee: Residential: \$17 per every \$1,000 of construction cost (min. \$55) Commercial: \$30 per every \$1,000 of construction cost (min. \$55)
<input type="checkbox"/>	Certificate of Occupancy Fee: For a 1 or 2 family Residence: is a \$100 flat fee. For a Multi-Family Residence or commercial property: is a \$175 flat fee
<input type="checkbox"/>	Engineering Review Application Fee: \$200 flat fee.



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<input type="checkbox"/>	Photographs (3 sets). Front, Rear and Side views of the existing property and building where work is to be done.
<input type="checkbox"/>	Copy of Variance. Please include a copy of any Variance Granted by the City Board of Appeals related to the building project.
Four (4) Copies of Plans. Plans must include the following information:	
<input type="checkbox"/>	Plans. Plans showing the proposed building addition or alteration including proposed elevations and floor plans. Plans must be no larger than 24" x 36" <u>Plans Must Be Folded (Not Rolled) With The White Side Out.</u> Plans must be sealed & signed by a licensed/registered Architect or Professional Engineer.
<input type="checkbox"/>	Survey. A property survey prepared within the last two years of the submission date.
<input type="checkbox"/>	Site Development Plans. Every application involving land disturbing activities must provide a site development plan prepared by a licensed engineer and must be included with any submission for a building permit. All site development plans must be approved by the City Engineer before the issuance of a building permit. Plans must show all 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 (including drainage calculations) required by Chapters 173 or 174 of the Rye City Code.
<input type="checkbox"/>	Zoning Compliance Table. A completed zoning compliance table indicating compliance with the following bulk or dimensional standards: Lot Area (in square feet), F.A.R., Gross Floor Area, Front Yard, Shortest Side Yard, Total of Two Side Yards, Rear Yard, Stories, Building Height, and Parking.
<input type="checkbox"/>	Energy Code Compliance. The Design Professional shall include on the plans 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.
Digital Submission. A complete digital set of plans (.pdf format) shall be emailed to building@ryeny.gov or provided on a CD.	



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D. OBTAINING A BUILDING PERMIT

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

- Contractor's License**
Contractors Westchester County Home Improvement License
(New and Commercial Construction are exempt from submitting a copy of their license)

- Contractor's Insurance, Liability and Worker's Compensation.**
Contractors Insurance, (naming the City of Rye as certificate holder and additionally insured) including liability and form (NYSC105) workers compensation C-105.2 (9-07)
(or a signed New York State Compensation Waiver).

E. BUILDING DEPARTMENT INSPECTIONS

When 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 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.

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 Tuesday and Thursday only.

All final inspections will be scheduled separately.



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F. 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. Certificate of Construction Compliance (completed by supervising Architect or Contractor)
4. Final Inspection, including Final Plumbing/Peppermint Test and Smoke Test Inspection for Fireplace, Sprinkler System
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 provision 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):

Exterior

Value of Improvement \$ _____

Other (Describe): _____

Note: All Exterior Building Permits Require Board of Architectural Review Approval.

A. Property Information:

Street Address: _____

City: Rye State: NY Zip: 10580

Property Area (Acres): _____

Tax Map Designation: Sheet: _____ Block: _____ Lot(s): _____

Zoning District: _____ Flood Insurance Zone: _____

B. Property Owner:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

C. Signatures

By signing this application, the applicant attests that to the best of his or her knowledge all information provided herein is accurate and truthful. The signature of the applicant and owner also grants consent to having any 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.

Applicant Signature

Date

Property Owner Signature

Date

Notary Public

Date



Building Permit Application

City of Rye, New York Building Department

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D. Applicant/Representative: (If Applicant is not owner, Property owner signature is required).

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

E. Contractor:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Westchester County License #: _____
Insurance Carrier: _____

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).

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

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 a fence or wall proposed as part of the application? Yes No
(If yes, Chapter 90, Fences and Walls, may apply)
3. Is the property located within 100 feet of a wetland? Yes No
(If yes, Chapter 195, Wetlands and Watercourses, may apply)
4. Is work proposed within a City right-of-way? Yes No
(If yes, Chapter 167, Streets and Sidewalks, may apply)
5. Is the proposed activity located within a designated preservation area? Yes No
(If yes, Chapter 117, Landmarks Preservation, may apply)
6. Is any land disturbing activity proposed? Yes No
(If yes, Chapter 173, Surface Water, Erosion and Sediment Control, may apply)



Building Permit Application (Exterior)

City of Rye, New York Building Department

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 A floor area diagram of every floor is required for all new construction and building 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 three (3) decimal places (e.g. 0.256)
⁶ For single-family residential buildings see Section 197-46.1.



Board of Architectural Review Application

City of Rye, New York Building Department

A. Address: _____

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

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



Board of Architectural Review Meeting Notice City of Rye, New York

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

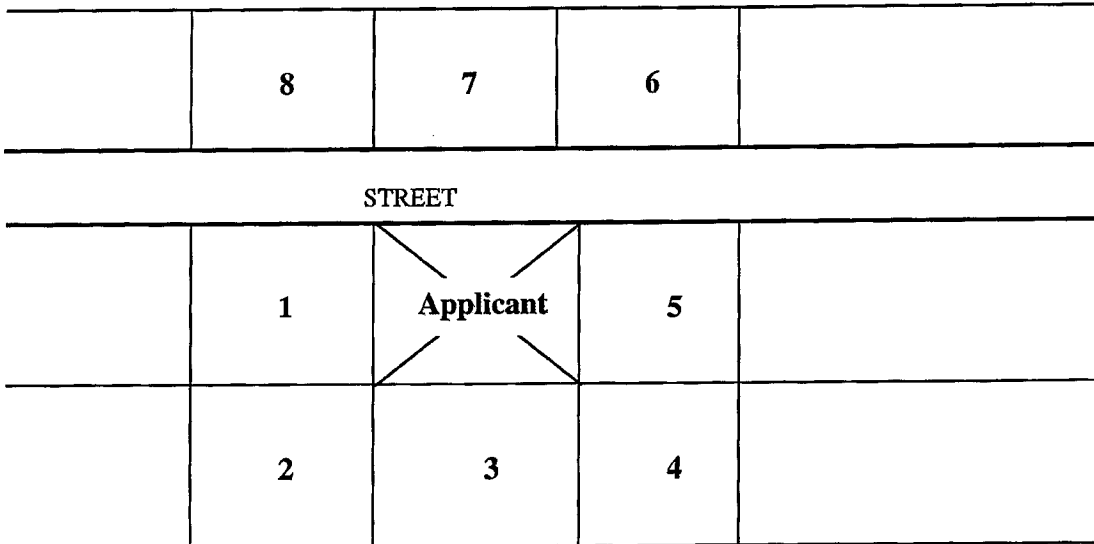
(please print)

Date

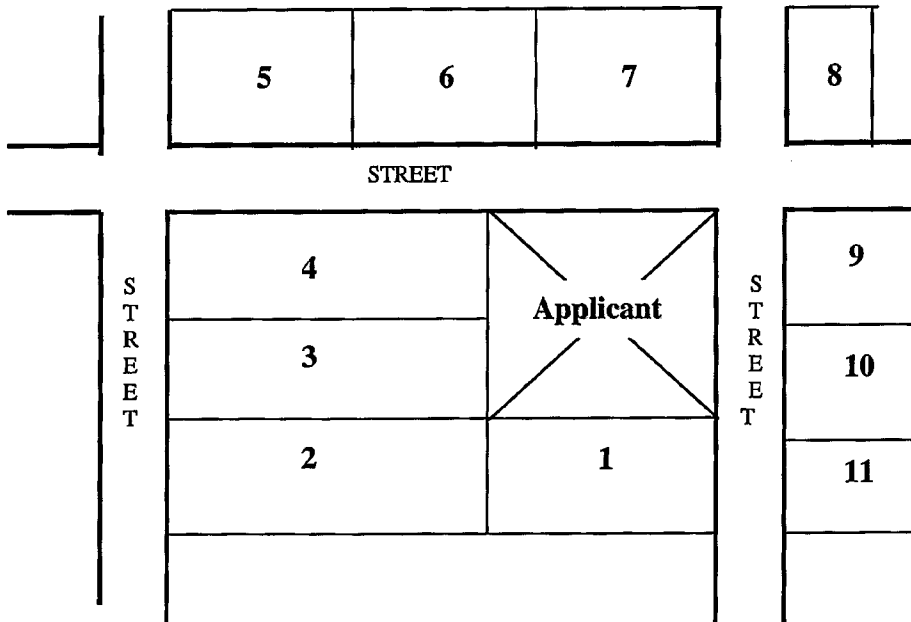
Board of Architectural Review Notification Requirements

City of Rye, New York

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.



Engineering Review Application

City of Rye, New York Engineering Department

1051 Boston Post Road, Rye, New York 10580
 Phone 914.967.7676 Fax 914.967.7185

www.ryeny.gov

Section I. Applicant Information

Job Address _____

Description of work _____

Contractor _____ Owner _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

Phone _____ Phone _____

Fax _____ Fax _____

Section II. Application Requirements and Conditions

- A. Drawings must be submitted for all applications (2 COPIES)
- B. Drawing scale must be at least 1" = 30'
- C. Street name and house number must be clearly identified.
- D. If applicable, location, size, and type of trees on property shall be shown on drawing.
- E. Location of any trees in the Right-of-Way AND any trees to be removed must be shown.
- F. All work must be in accordance with the New York State Stormwater Management Design Manual.
- G. All driveway work must comply with the City of Rye Code section 197-30.
- H. Existing and Proposed Contours shall be provided if required by the City Engineer.

Section III. Construction Requirements and Conditions

- A. Erosion control measures must be properly installed, maintained and inspected around the work site.
- B. Construction entrances must be properly maintained so that dirt and debris is not deposited on the street.
- C. Exposed areas must be stabilized as soon as land alterations are completed.
- D. Any underground piping or structures must be inspected prior to backfilling.
- E. 24 hour notice is required for any inspection.

Section IV. Storm Drain Connection

Will a connection to the Storm Drain be made?
 Yes (Right of Way Permit must be filed.) No (Proceed to Section V.)

Section V. Signature

I hereby certify that I am duly authorized to file this application; that all statements contained in this application are true to the best of my knowledge and belief; and that the work will be performed in the manner set forth in the application, plans and specifications filed herewith in compliance with the applicable laws, ordinances, codes, rules, regulations and directives of the City of Rye. The plans and specifications have been prepared so as to include all necessary data to show compliance with the State, County, and City of Rye regulations. The undersigned understands that the filing of this application amounts to the written consent to all necessary inspection by the Engineering Department in connection with this application.

Applicant _____ Date _____

Applicant (print) _____ Title _____

Fee \$ 200.00	Permit number	Location	For Office use only
	Date		