



**VILLAGE OF MAMARONECK  
BUILDING DEPARTMENT**

169 Mt. Pleasant Avenue,  
Mamaroneck, NY 10543

Phone: (914) 777-7731

Fax: (914) 777-7792

Email: [BuildingDept@vomny.org](mailto:BuildingDept@vomny.org)

[www.village.mamaroneck.ny.us/building-department](http://www.village.mamaroneck.ny.us/building-department)

**Requirements For Filing for a Building Permit Application Form**

1. Complete the building permit application form (pages 1-3)
2. Payment of applicable fees:  
[https://www.village.mamaroneck.ny.us/sites/g/files/vyhlf826/f/uploads/building\\_department\\_fee\\_schedule.pdf](https://www.village.mamaroneck.ny.us/sites/g/files/vyhlf826/f/uploads/building_department_fee_schedule.pdf)
3. Complete the applicable zoning compliance table (pages 4-6)
4. Complete Short Environmental Assessment Form:  
[https://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seafpartone.pdf](https://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf)
5. Provide a Copy of the Contractor's Westchester County Home Improvement License.
6. For work done on owner-occupied one to four family residences, with the owner acting as contractor, an Affidavit of Exemption from Workers' Compensation Insurance should be submitted.  
<https://www.village.mamaroneck.ny.us/sites/g/files/vyhlf826/f/uploads/workerscomp.pdf>
7. Provide a Copy of the contractor's Liability Insurance Form Listing the Village of Mamaroneck as additionally Insured and as Certificate Holder.
8. Provide a Copy of the Contractor's Worker's Compensation Insurance Form (C-105.2) listing The Village of Mamaroneck as Certificate Holder.
9. Provide a Copy of the Disability Insurance Form (DB-120.1) or the NYS Waiver.
10. Three (3) sets of plans signed and sealed by an architect or engineer (NYS Licensed).  
NOTE a: Acceptable plan size is 24 X 36 or larger.  
NOTE b: Electronic plan submissions must also be signed and sealed by an architect or engineer.
11. Prior to issuance of a certificate of occupancy or completeness, an As-Built Survey of the completed scope of work may be required.
12. Depending on the scope of work, other types of building permit applications may be required (e.g. plumbing, electric, mechanical, scaffold, refuse enclosure etc.).
13. Depending on the scope of work, land use board applications, review, and approval may be required (e.g. Board of Architectural Review, Planning Board, Zoning Board of Appeals, Harbor and Coastal Zone Management Commission).



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**BUILDING PERMIT APPLICATION FORM**

Application is hereby made to the Building Inspector of the Village of Mamaroneck, New York for the issuance of a Building Permit to construct, alter, move, demolish, or change the occupancy of a building or other structure in accordance with the Village of Mamaroneck NY Code, New York State Uniform Fire Prevention, applicable NYS Codes & Standards as set forth below:

NEW BUILDING \_\_\_\_\_  
ALTERATION \_\_\_\_\_  
ADDITION \_\_\_\_\_  
RETAINING WALL \_\_\_\_\_  
SWIMMING POOL \_\_\_\_\_  
OTHER (SPECIFY) \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_  
APPLIC. NUMBER: \_\_\_\_\_  
PERMIT NUMBER: \_\_\_\_\_  
INSURANCE: \_\_\_\_\_ YES \_\_\_\_\_ NO  
CHECK AMOUNT: \_\_\_\_\_  
CHECK NUMBER: \_\_\_\_\_

1. Address of Premises: \_\_\_\_\_ (Commercial or Residential?) \_\_\_\_\_

2. Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zoning District \_\_\_\_\_

3. Owner or Lessee: (Circle One) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: (H/W) (\_\_\_\_\_) \_\_\_\_\_ (C) (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

5. Detailed Description of Proposed Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Proposed Use and Occupancy (List rooms and use by story)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Occupancy classification by occupancy or use? (See Sec. 302.1, NYS Uniform Fire Prevention and Building Code.)

A. Existing Building or Structure: \_\_\_\_\_ B. Proposed: \_\_\_\_\_

7. Construction Classification of Building or Structure? (See Sec. 602, NYS Uniform Fire Prevention and Building Code.)

A. Building or Structure: \_\_\_\_\_ B. Proposed: \_\_\_\_\_

8. Zoning District & Land Use

Zoning District: \_\_\_\_\_ Size of parcel: \_\_\_\_\_ SF

Existing Use

- ☐ Single-family residential  
☐ Two-family residential  
☐ Multi-family residential ( \_\_\_\_\_ units)  
☐ Retail  
☐ Food Service Establishment  
☐ Business/Office (specify): \_\_\_\_\_  
☐ Mixed-Use (describe): \_\_\_\_\_  
☐ Other (specify): \_\_\_\_\_

Proposed Use

- ☐ Single-family residential  
☐ Two-family residential  
☐ Multi-family residential ( \_\_\_\_\_ units)  
☐ Retail  
☐ Food Service Establishment  
☐ Business/Office (specify): \_\_\_\_\_  
☐ Mixed-Use (describe): \_\_\_\_\_  
☐ Other (specify): \_\_\_\_\_

9. Project Cost

Does the proposed project include exterior work?

☐ No, the work is interior only.

☐ Yes. Estimated market cost of exterior work: \$ \_\_\_\_\_

Estimated market cost of the total project: \$ \_\_\_\_\_

10. Please Indicate Area of Disturbance

☐ 200-2000 ft – Stormwater Quantity Controls Required

☐ 2000 ft – Stormwater Quantity and Quality Controls Required

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THIS SECTION FOR OFFICE USE ONLY – Applicant to continue filling out the application below.

Initial Review Fee: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Certificate of Completion Fee: \_\_\_\_\_

Inspection Fee: \_\_\_\_\_

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**OWNER**

Owner's full name: \_\_\_\_\_

Addresses: \_\_\_\_\_

Phone #s: \_\_\_\_\_ E-mail: \_\_\_\_\_

**APPLICANT**

Applicant's full name: \_\_\_\_\_

Addresses: \_\_\_\_\_

Phone #s: \_\_\_\_\_ E-mail: \_\_\_\_\_

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The full name, address, and phone numbers of every person known to be involved in the work proposed hereby are as follows:

**ARCHITECT / P.E.:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

NYS License No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

**CONTRACTOR:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
NYS License No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**PLUMBER:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
NYS License No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**ELECTRICIAN:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
NYS License No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**OTHER TRADES:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
NYS License No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_

I, \_\_\_\_\_ deposes and says that  
(Owner, lessee, architect, or builder)

\_\_\_\_\_ is the owner in fee of the premises to which this application applies; that the applicant is duly authorized to make this application; and that the statements obtained here are true to the best of the applicant's knowledge and belief, and that the work will be performed in a manner set forth in the application and in the plans and specifications filed therewith, and in accordance with all applicable laws, ordinances, and regulations.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(For Official Use Only)



**ZONING COMPLIANCE TABLE****ONE- AND TWO-FAMILY RESIDENCES**

(New Construction and Additions)

**ZONE:** \_\_\_\_\_

Notes: Information must be based on definitions in the current Zoning Law of the Village of Mamaroneck. If not applicable, leave box blank. Check box in far-right column if variance is required (even if already approved by the ZBA).

	Existing	Required/ Permitted	Proposed	Variance Required
<b>LOT INFORMATION</b>				
Lot Area (sf)				
Lot Frontage (ft)				
Yard Setbacks (ft):				
Front Yard				
Rear Yard				
Lesser Side Yard				
Combined Side Yard				
Side Yard Adjoining Street				
<b>PRINCIPAL BUILDING INFORMATION</b>				
Gross Floor Area (sf)				
Building Height:				
Stories				
Height to Principal Eave (ft)				
Height to Highest Roof Ridge (ft)				
<b>ACCESSORY STRUCTURES</b>				
<b>Detached Garage</b>				
Setbacks:				
To Principal Building				
To Side Lot Line				
To Rear Lot Line				
Building Height:				
Height to Principal Eave (ft)				
Height to Highest Ridge (ft)				
<b>Other Accessory Structure</b> (indicate type of structure – shed, pool, etc.)				
Setbacks:				
To Principal Building				
To Side Lot Line				
To Rear Lot Line				
Building Height:				
Height to Principal Eave (ft)				
Height to Highest Ridge (ft)				
<b>BUILDING COVERAGE</b>				
Principal Building Coverage (sf)				
Principal Building Coverage (%)				
Accessory Building Coverage (sf)				
Accessory Building Coverage (%)				
<b>IMPERVIOUS SURFACE COVERAGE</b>				
Impervious Surface Coverage (sf)				
Impervious Surface Coverage both (%)				

# ZONING COMPLIANCE TABLE

## MULTI-FAMILY RESIDENTIAL APPLICATIONS

(New Construction and Additions)

**ZONE:** \_\_\_\_\_

**LOT AREA (SF):** \_\_\_\_\_

**TOTAL NUMBER OF UNITS:** \_\_\_\_\_, **Including:**

**1BEDRM. UNITS:** \_\_\_\_\_, **2 BEDRM. UNITS:** \_\_\_\_\_, **3 BEDRM. UNITS:** \_\_\_\_\_, **4 BEDRM. UNITS:** \_\_\_\_\_

Notes: Information must be based on definitions in the current Zoning Law of the Village of Mamaroneck. If not applicable, leave box blank. Check box in far right column if variance is required (even if already approved by the ZBA).

	Existing	Required/Permitted	Proposed	Variance Required
Lot Size				
Yard Setbacks:				
Front Yard				
Rear Yard (from principal building)				
Rear Yard (from parking area)				
First Side Yard				
Second Side Yard				
Principal Building Coverage (sf)				
Principal Building Coverage (%)				
Principal Building Height (stories)				
Principal Building Height (ft)				
Accessory Building Height (stories)				
Accessory Building Height (ft)				
Total Parking Spaces				
HC Accessible Parking Spaces				
Impervious Surface Coverage (sf)				
Impervious Surface Coverage (%)				

Are any variances required (or were any variances approved by the ZBA) that are not listed on the table above?

\_\_\_\_\_Yes          \_\_\_\_\_No

If yes, describe all additional variances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ZONING COMPLIANCE TABLE**  
**COMMERCIAL APPLICATIONS**  
(New Construction and Additions)

**ZONE:** \_\_\_\_\_

**TOTAL LOT AREA (SF):** \_\_\_\_\_

**TOTAL GROSS FLOOR AREA (GFA):** \_\_\_\_\_, **INCLUDING:**

- **EXISTING GFA:** \_\_\_\_\_
- **PROPOSED GFA:** \_\_\_\_\_

Notes: Information must be based on definitions in the current Zoning Law of the Village of Mamaroneck. If not applicable, leave box blank. Check box in far-right column if variance is required (even if already approved by the ZBA).

	Existing	Required/Permitted	Proposed	Variance Required
Yard Setbacks:				
Front Yard				
Rear Yard (from principal building)				
Rear Yard (from parking area)				
First Side Yard				
Second Side Yard				
Side Yard Adjoining a Street				
Principal Building Coverage (sf)				
Principal Building Coverage (%)				
Principal Building Height (stories)				
Principal Building Height (ft)				
Accessory Building Height (stories)				
Accessory Building Height (ft)				
Total Parking Spaces				
HC Accessible Parking Spaces				
Loading Spaces				

Are any variances required (or were any variances approved by the ZBA) that are not listed on the table above? \_\_\_\_\_Yes

\_\_\_\_\_No

If yes, describe all additional variances: \_\_\_\_\_

# **VILLAGE OF MAMARONECK CONSTRUCTION INSPECTION CHECKLIST**

**THE FOLLOWING INSPECTIONS ARE REQUIRED; ADVANCE NOTICE OF 48 HOURS IS TO BE PROVIDED.**

- |  |   |
|--|---|
| <b>1) SOIL/ FORMS &amp; FOOTINGS:</b>            | <b>FOOTINGS EXCAVATED AND PROPERLY PRIOR TO CONCRETE PLACEMENT. FOLLOW UP INSPECTION BEFORE BEGINNING FOUNDATION WALLS (IF NECESSARY).</b>  |
| <b>2) FOUNDATION:</b>                            | <b>AFTER FORMS HAVE BEEN STRIPPED, SUBSOIL DRAINS, AND WATERPROOFING INSTALLED AND PRIOR TO BACKFILLING. FOUNDATION WALLS CONSTRUCTED BEFORE FRAMING.</b>   |
| <b>3) PLUMBING AND DRAINAGE:</b>                 | <b>LEADERS CONNECTED TO DRYWELLS.<br/>ALL ABOVE GROUND PIPING INSTALLED AND SECURED.<br/>HYDROSTATIC OR RUNNING WATER<br/>TEST REQUIRED. MERCURY TEST TO BE PERFORMED ON ALL GAS PIPING<br/>(VILLAGE LICENSED PLUMBER TO PERFORM ALL WORK).</b> |
| <b>4) ELECTRICAL:</b>                            | <b>BY APPOINTMENT WITH WESTCHESTER<br/>ROCK AND ELECTRICAL INSPECTION SERVICES<br/>(VILLAGE LICENSED ELECTRICIAN<br/>TO PERFORM ALL WORK)</b>   |
| <b>5) FRAMING:</b>                               | <b>ROUGHING INSPECTION, ALL FRAMING<br/>EXPOSED, NO INSULATION OR WALL COVERING<br/>INSTALLED, ALL MECHANICAL AND ELECTRICAL<br/>COMPLETED. ELECTRICAL INSPECTION SERVICES APPROVAL<br/>REQUIRED.</b>   |
| <b>6) INSULATION:</b>                            | <b>ALL INSULATION IN PLACE, VAPOUR<br/>BARRIERS INSTALLED.</b>  |
| <b>7) FINAL:</b>                                 | <b>ALL MECHANICAL TRADES INSPECTED AND<br/>APPROVED. PROJECT COMPLETED<br/>AND READY FOR OCCUPANCY.<br/>COMPLETED CERTIFICATE OF OCCUPANCY FORM AND FEE<br/>SUBMITTED. SURVEY SUBMITTED IF REQUIRED.</b>  |
| <b>ORDINARY AND FIRE RESISTIVE CONSTRUCTION:</b> | <b>ALL THE ABOVE INSPECTIONS (EXCLUDING FRAMING) PLUS<br/>INSPECTIONS AT CRITICAL POINTS TO CONCEALING WORK.</b>  |

**THE ABOVE INSPECTIONS DOES NOT INCLUDE SPECIAL INSPECTIONS  
THAT MAY BE REQUIRED**

**NO WORK TO BE PERFORMED ON SUNDAY AND/OR HOLIDAYS**



## **Information to be Submitted with Your Building Permit**

1. A Copy of the Contractor's Westchester County Home Improvement License.
2. A copy of the contractor's Liability Insurance Form Listing The Village of Mamaroneck as additionally Insured and as Certificate Holder
3. A copy of the Contractor's Worker's Compensation Insurance Form (C-105.2) listing The Village of Mamaroneck as Certificate Holder
4. A copy of the Disability Insurance Form (DB-120.1) or the NYS Waiver
5. 3 sets of plans signed and sealed by an architect or engineer (NYS license).

**NOTE:** Acceptable plan size is 20'' X 30'' or larger.

\*\* Also, be prepared to supply the Building Department with a copy of your new survey as built after work is done when filing your Certificate of Occupancy/Completion Application.

**DRAWING SPECIFICATIONS**  
**NYSBC 2020, Section 106 and NYSRC 2020, Section R106**  
**Submittal Documents**

- ❑ Site location map, showing the general location of the property within the Village of Mamaroneck (required for all applications)
- ❑ Current property survey, prepared and certified by a Land Surveyor licensed in the State of New York (required for all applications involving a change to the site plan -- e.g., increase/decrease in building footprint, increase in paved surfaces, addition of accessory structure, etc.)
- ❑ Proposed site plan drawing(s), based on and citing the certified property survey, showing:
  - required, existing and proposed zoning setbacks.
  - existing and proposed structures.
  - dimensions.
  - existing and proposed contours at maximum 2-foot intervals, extended at least 10 feet into adjoining properties and to the center line of any adjacent street.
  - elevation of the existing grade at the four or more principal building corners (new const.).
  - elevation of the proposed grade at the four or more principal building corners (new const.).
  - proposed storm water management plan including drainage calculations. Stormwater facilities must be provided to accommodate any net increase in impervious surfaces on the site based on zero increase in the rate of discharge for the site and designed for a 50-year storm event (7.5 inches of rainfall).
  - proposed sediment and erosion control plan.
- ❑ Proposed existing, demolition and proposed floor plans, elevations, and sections.
- ❑ Gross floor area (GFA) plan clearly showing the gross floor area of each story of the building. (Required for both new construction and additions)
- ❑ Existing, demolition and proposed building elevations, including:
  - proposed materials and finishes
  - dimensions
  - elevation of the principal eave, based on a surveyed bench mark
  - elevation of the highest ridge line, based on a surveyed bench mark
- ❑ Construction details, including all retaining walls over 2 feet high
- ❑ All plans for applications for construction of commercial structures must include a certification that the structure meets the requirements of the New York State Energy Conservation Construction Code 2020.
- ❑ Electrical, plumbing, HVAC and fire suppression/alarm system schematics (hard-wired fire alarm systems must be installed in accordance with the New York State Building Code).

**Note: Certain items noted above may be waived depending on the scope of proposed work.**