

**VILLAGE/TOWN OF MOUNT KISCO
BUILDING DEPARTMENT**

INSTRUCTIONS FOR OBTAINING A BUILDING PERMIT

Section 51-7 of the Village Code of the Village/Town of Mount Kisco requires that a building permit must be issued by the Building Inspector before any building or structure is erected, enlarged, altered or moved. In order to ensure compliance with the Village/Town of Mount Kisco Village Code and the New York State Uniform Fire Prevention and Building Code, the following items need to be submitted for review prior to permit issuance:

1. **APPLICATION:** (From the Building Department). All applicable questions on the application must be answered.
2. **FEES:** The filing fee for a Building Permit is \$100.00 plus \$12.00 per thousand of project value, rounded to the next even thousand for residential applications and \$15.00 per thousand of project value to the next even thousand for commercial applications. Said fee is to be paid at the time the application is submitted.
3. **SURVEY:** An up-to-date survey plot plan showing all yard dimensions, existing structures and proposed construction.
4. **PLANS:** Three (3) sets of plans with **original** signature and seal, dated and prepared by an Architect or a Professional Engineer licensed in the State of New York for any structure exceeding construction cost of \$20,000 or as required by Section 7307 of the State Education Law.
5. **INSURANCE:** The chosen contractor must submit proof of liability insurance, disability insurance and Workmen's Compensation certificates with the Village/Town of Mount Kisco listed as additional certificate holder. If the project is for residential work, the contractor must also submit a copy of his/her Westchester County Home Improvement License certificate.
6. **HEALTH OR SEWAGE PERMIT:** A construction permit from the Westchester County Department of Health for a separate sewage system or the Village/Town of Mount Kisco Engineering Department where the Village sewer system is used.
7. **DRIVEWAY, CURB CUT, or STREET OPENING PERMIT:** Permit from the State, County or Village (whichever applies) for new construction or wherever a cut at the street curb is changed.

8. **WATER PERMIT:**

- A. Village/Town of Mount Kisco Water Permit where connection to the municipal water system is required.
- B. Westchester County Department of Health approval where the water supply comes from an on-site well or a new water main installation.

9. **TREE REMOVAL/ALTERATION:** A Tree Removal/Alteration application permit **must** be filed and approved by the Village Naturalist prior to any tree removal or alteration.

10. **BACKFLOW PREVENTION APPLICATION:** This permit is processed through the Engineering Office prior to the submission to the Westchester County Department of Health. It is required on all Commercial Properties and Residential Properties where there is a multifamily residence, irrigation system, fire sprinkler system and all swimming pools. Contact the Village Engineer to see if your application requires a backflow prevention permit.

11. **SITE INSPECTION:** Before excavation with lot and structure staked out as required by the Building Department.

In addition to the above, requirements for other items, such as variances, wetland permits, steep slope permits, SEQRA reviews and reviews from the Architectural Review Board (ARB) are determined on a case-by-case basis. Further information can be obtained at the Building Department offices.

PLEASE NOTE:

All Electricians and Plumbers must be licensed by Westchester County.

In addition, Westchester County Law requires that Home Improvement Contractors be licensed by the Westchester County Department of Consumer Affairs.