

VILLAGE/TOWN OF MOUNT KISCO
BUILDING DEPARTMENT

INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF OCCUPANCY/COMPLIANCE

Section 51-14 of the Village Code of the Village/Town of Mount Kisco requires that a Certificate of Occupancy/Compliance must be issued by the Building Inspector before any building or structure that is erected, enlarged, altered or moved shall be used or occupied. 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 certificate issuance:

1. **APPLICATION:** All applicable questions on the application must be answered and the applicant's signature must be notarized (this service is offered in the Building Department).
2. **FEES:** The filing fee for a Certificate of Occupancy/Compliance is \$75.00 for projects valued at \$20,000.00 or less or \$75.00 for the first \$20,000 plus 1/10 of 1% of the remainder of the project value (actual cost of improvement), rounded to the nearest thousand, for any projects valued above \$20,000.00. Said fee is to be paid at the time the application is submitted.
3. **ELECTRICAL CERTIFICATE:** If electrical work was done on this project, an electrical certificate from a recognized Electrical Inspection firm must be submitted prior to the issuance of a Certificate of Occupancy/Compliance.
4. **COMPLIANCE/TEST DOCUMENTS:** Sign off documents for Fire Alarm, Sprinkler Systems, Backflow, should be submitted from your system contractor companies certifying that these systems are current and operational. Letters from these companies should be submitted on their letterhead to the Building Inspector.
5. **FINAL SURVEY:** An updated (as-built) date survey when the footprint of the residence or building has changes as a result of the project.
6. **HEALTH DEPARTMENT:** If your project involves opening a food service establishment, a copy of your final inspection sign off from the Westchester County Health Department must be submitted.
7. **COPY OF PAID RECEIPT FOR WATER AND SEWER ASSESSMENT FEE:** If your project involves new construction and additions over three bedrooms, you must provide a copy of the paid receipt for the water and sewer assessment and other municipal charges from the Engineering/Water Department
8. **FINAL INSPECTION:** Once a completed application for CO/CC and associated fee is submitted to the building department, a final inspection will be scheduled. All supporting documentation must be submitted prior to the issuance of a CO/CC.

Once all required supporting documents are received and a final inspection is passed, a Certificate of Occupancy/Compliance will be issued by the Building Inspector.