TOWN OF HARRISON
VILLAGE OF HARRISON
ALFRED F. SULLA, JR. MUNICIPAL BUILDING
BUILDING DEPARTMENT
1 HEINEMAN PLACE
HARRISON, NEW YORK 10528

Telephone: (914) 670-3050
Fax: (914) 835-7491

APPLICATION INSTRUCTIONS:

All plans must be signed and sealed by a NY Licensed design professional. All residential plans submitted to the Town/Village of Harrison Building Department must be submitted on paper 24“ x 36” or smaller.

ALL applications must be accompanied by the required application fee and CO fees (if applicable) and the following (please call or see our website for our fee schedule):

PERMIT TYPE
CATEGORY A:
Applications must be accompanied by a survey, and three sets of drawings. Application gets referred to the Engineering Department for Land Development approval, once reviewed for Zoning Compliance by Building Department. Application also gets referred to the Architectural Review Board for approval, see ARB requirements below.

CATEGORY B:
Applications must be accompanied by a survey, and three sets of drawings. Application gets referred to the Engineering Department for Land Development approval, once reviewed for Zoning Compliance by Building Department. Does not get referred to Architectural Review Board.

CATEGORY C:
Applications must be accompanied by a survey, and three sets of drawings where applicable. Does not require Engineering Department Approval. Does not get referred to Architectural Review Board.

CATEGORY D:
Requires cut-off letters from utility companies, asbestos report, and abatement report if applicable. Does not require Engineering Department Approval. Does not get referred to Architectural Review Board.

CATEGORY E:
Gets referred by Building Department for ARB approval, see ARB requirements.

ARB REQUIREMENTS:
An additional eight sets of Drawings, 11” x 17”, are required to be submitted with your application. Photographs of the subject property and at least 2 adjacent or nearest structures must be provided to the Board at the meeting when the plans are reviewed.
Architectural Review Board Meetings are held on the Second Tuesday of each month at the Municipal Building, 1 Heineman Place, Harrison, New York at 7:30pm. The Applicant or representative must attend the meeting.

Submission deadline is Monday of the week before the ARB meeting.
Architectural Review Board approval D O E S N O T constitute building permit approval. Permits must be obtained from the Building Department.

****IMPORTANT NOTICE** The Building Department reserves the right to require a final as-built survey on the following permit types:** New Construction; additions; new accessory structures including sheds, decks, pools and sports courts; fences, walls; and new and altered driveways.

Proper license and/or insurance is required for all permits. Please call or see our website for details

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DEPARTMENT OF BUILDING
One Heineman Place, Harrison, NY 10528
Phone 914-670-3050 Fax 914-835-7491
www.harrison-ny.gov

APPLICATION FOR BUILDING PERMIT

APPLICATION TYPE: [ ] Residential (One & Two family dwellings) [ ] Commercial & Multi Family dwellings

APPLICATION NO:. _____ DATE FILED: _____

PERMIT TYPE: (Only one type per application)

CATEGORY A:
[ ] New Construction
[ ] New Accessory Structure
[ ] Addition/Exterior Alteration to Main Structure
[ ] Addition/Exterior Alteration to Accessory Structure

CATEGORY B:
[ ] Deck/Patio
[ ] Pool
[ ] Regrade
[ ] Fill
[ ] Excavation
[ ] Wall
[ ] Driveway
[ ] Sports Court

CATEGORY C:
[ ] Interior Alt/Main Structure
[ ] Interior Alt/Accessory Structure
[ ] Generator
[ ] Fence / Pool barrier
[ ] HVAC / Mechanical-Comm.
[ ] Change of Use/Occupancy
[ ] Temporary Structure/Container
[ ] Construction Debris Container
[ ] Roof Repair/Replace

CATEGORY D:
[ ] Demolition

CATEGORY E:
[ ] Signs/Awnings
[ ] Solar Panels

The undersigned hereby makes application for a permit to perform the work shown on the drawings accompanying this application and description herein.

NUMBER AND STREET _____ ASSESSOR'S VERIFICATION _____

ZONE_____ BLOCK _____ LOT(S) _____

Description of Improvement: _____

_____

Current Use / Occupancy _____ Proposed Use/Occupancy_____

Note: Estimated cost of construction includes plumbing, electrical, all labor, material, scaffolding, fixed equipment, professional fees and/or any labor and materials donated gratis, plus hardscape and site work.

Estimated Cost of Construction: $_____

Owner

Name _____ Phone _____ Fax _____

Address _____

Email: _____

Tenant

Name _____ Phone _____ Fax _____

Address _____

Email: _____

Architect/Engineer (must be licensed in the State of New York)

Name _____ Phone _____ Fax _____

Address _____

Email: _____New York License # _____

General Contractor (must be licensed in Westchester County)

Name _____ Phone _____ Fax _____

Address _____

Email: _____Westchester County License # _____

To be completed for all new construction, additions and decks and pools, must be accompanied by a survey, 3 sets of drawings, and ARB requirements if applicable (see page 5 for ARB requirements) and approved Land Development Application.

Construction Classification: [ ] FIRE RESISTIVE [ ] NON-COMBUSTIBLE [ ] HEAVY TIMBER [ ] ORDINARY [ ] FRAME

Is the building currently sprinklered? [ ] Yes [ ] No

Zoning District _____ Is structure currently non-conforming? _____

Required side yard _____ Provided side yard _____

Required total yard _____ Provided total yard _____

Required rear yard _____ Provided rear yard _____

Required front yard _____ Provided front yard _____

Required lot area _____ Actual lot area _____

Allowed lot coverage _____% Proposed lot coverage _____%

Permitted building height _____ Proposed height _____

Total square feet of existing structures[1] _____

Total square feet of proposed additions/alterations _____

Type of sewage disposal [ ] Town Sewer [ ] Septic System

Required parking _____ Proposed parking _____

1. GROSS FLOOR AREA. The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

To be completed for all Fill, Regrade or Excavation permits, must be accompanied by 3 sets of a fully engineered site plan, and approved Land Development Application:

VOLUME OF FILL TO BE EXCAVATED OR DELIVERED:_____ CUBIC YARDS

ORIGIN OF FILL _____

TYPE OF FILL TO BE DELIVERED: [ ] TOP SOIL [ ] CLEAN DIRT/ROCK [ ] C&D [ ] PROCESSED FILL

AREA OF FILL TO BE AFFECTED BY REGRADING: _____ SQUARE FEET

ARE ANY WETLANDS AFFECTED / LOCATED WITHIN 50FT OF PROPOSED WORK? [ ] YES [ ] NO

TRUCKER –Required to be filed in for Fill permits

Name _____ Phone _____ Fax _____

Address _____

INDEPENDENT INSPECTOR –Required to be filed in for Fill permits

Name _____ Phone _____ Fax _____

Address _____

To be completed for Temporary Structures, must be accompanied by Survey/site plan showing the location of all proposed structures/containers and specifications on all structures/containers:

[ ] TEMPORARY STRUCTURE, Fee: $25.00: The installation of all temporary structures shall be secured and clearances for exiting shall comply with Section 3103 of the Building Code of the State of New York. All platforms shall be designed to carry 100 pounds per square foot and properly seated on supports. Design data must be submitted with an application for a permit prior to installation.

[ ] CONSTRUCTION DEBRIS CONTAINER, Fee $75.00: Any container for the collection of construction waste, construction garbage, refuse or other construction rubbish with 4 cubic yards of capacity or larger. Exception, not required when Building Permit is issued.

[ ] TEMPORARY STORAGE CONTAINER, Fee: $75.00: Any portable container, receptacle or device of a type commonly used for the temporary storage of personal property, and specifically including those storage facilities generally referred to as a portable on demand storage unit – PODS.

To be completed for Demolition permit applications, must be accompanied by a survey, and the requirements listed on application instructions:

Choose type of Demolition

[ ] One Family Dwelling
[ ] Two family Dwelling
[ ] Accessory Structures-Residential
[ ] Commercial Building
[ ] Multi Family Dwelling
[ ] Accessory structure – Commercial

Number of buildings to be demolished: _____ Number of Stories: _____
Dimensions _____ Feet Wide _____ Feet Deep _____ Feet High _____
Estimated Date of Completion: _____

To be completed for Signs/Awnings, must be accompanied by 3 sets of drawings, to include elevations with dimensions, colors and materials used, plus ARB requirements listed on application instruction

How many signs/awnings: _____ Size of signs/ awnings: _____ Distance from street level: _____

I, _____, understand and will comply with the following: (initial each requirement and sign

1. Applicant must notify the Building Department of any intent in regards to total development of the property, ie. Main structure, driveway, patio, pool, cabana, tennis court, sports court. _____
2. I understand construction shall not begin until the appropriate permit(s) are issued. _____
3. Construction shall not start before 7:30am, or past 8pm on weekdays, and before 10am or past 8pm on weekends and holidays. _____
4. Required erosion and sediment control methods will be installed and inspected prior to construction. _____
5. Contractor is responsible to call the Harrison Building Dept for all required inspections. _____
6. Revision to work involving structure or life safety systems shall have approved amended plans prior to doing the work. _____

_____ Date _____
Applicant Signature

FEES:

APPLICATION FEE _____ DATE: _____ RECEIPT NO. _____

PERMIT FEE _____ DATE: _____ RECEIPT NO. _____

CO FEE _____ DATE: _____ RECEIPT NO. _____

OTHER FEES _____ DATE: _____ RECEIPT NO. _____

AFFIDAVIT OF OWNERSHIP
(To be completed for all applications)

State of New York
County of Westchester

_____ being duly sworn,
(Owner, Lessee, Architect or Builder/Contractor)
deposes and says that: _____ is the owner in fee of the premises to which this application applies; that he/she (the applicant) is duly authorized to make this application; and that the statements contained herein are true to the best of his/her knowledge and belief.

Sworn to before me this _____ _____ (Signature of Applicant)
day of _____ 20_____.

_____ (Notary Public)

FIRE SPRINKLER AFFIDAVIT
(Owner to complete for all CATEGORY A applications, and Interior Alterations)

For any construction or renovation to an existing structure, or extension or increase in floor area or height of a building, or reconstruction or renewal of any part of an existing building for the purpose of its maintenance, or any combination thereof within a two-year period which exceeds fifty (50%) of a building's existing gross floor ratio.

_____ do hereby state
(Owner/Agent)
that as per the Town/Village of Harrison Local Law, 2-2006 & § 143-29, will file applications, if required, with the Harrison Bureau of Fire Prevention and will install a code compliant automatic fire sprinkler system.

Sworn to before me this _____ _____ (Signature of Applicant)
day of _____ 20_____.

_____ (Notary Public)

OWNER'S AFFIDAVIT
(Home owner to complete only if they are acting as the General Contractor)

State of New York
County of Westchester

_____ being duly sworn, deposes and says that
(Owner)
he is doing the contracting work. Deponent alleges that the provisions of the Workmen's Compensation law do not apply in this case in that he does all work required and will employ no labor threat.

If in the future, deponent requires assistance in his work, he will obtain the necessary Workmen's Compensation Policy, file certification of same in the Building Department in the Town/Village of Harrison and he shall also provide liability insurance as required for all contractors in the Town of Harrison, New York.
Deponent further states that the Town/Village if Harrison is hereby held free and clear of any and all claims incident to contracting work done by the undersigned.

Sworn to before me this _____ _____ (Signature of Applicant)
day of _____ 20_____.

_____ (Notary Public)

HOLD HARMLESS AGREEMENT
(To be completed by the contractor)

The Contractor agrees to protect, defend, indemnify and hold the Town of Harrison and the Village of Harrison, their officers, agents and employees free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character, and in any jurisdiction, in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, and all such claims, etc., relating to personal injury, death, damage to property, defects in material workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal property or property right or any alleged violation of any applicable statute, ordinance, administrative order, rule or regulation or decree of any court shall be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. In any case in which such indemnification would violate Section 5-322.1 of the New York General Obligations Law, or any other applicable legal prohibition, the foregoing provisions concerning indemnification shall not be construed to indemnify the owner for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the owner or its employees.

_____ Date _____ _____ Date _____
Contractor Signature Witness Signature

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FEE SCHEDULE
Updated 5/16/2013

I. BUILDING PERMITS:	RESIDENTIAL	COMMERCIAL
(New construction, alterations and additions, HVAC)		
1. Initial Filing Fee		
a. Primary Structure	$100.00	$200.00
b. Accessory Structure	$50.00	$50.00
2. Building Permit Fee (based on per $1,000 of actual cost of construction)	$15.00 / $1,000	$30.00 / $1,000
3. Amended plans	$50.00	$75.00
II. CERTIFICATE OF OCCUPANCY (New construction, alterations and additions)		
1. Primary Structures	$150.00	$250.00
a. Plus $200 per floor (Commercial only)		
2. Accessory Buildings, Structures & Decks	$75.00	$100.00
3. Multi Family		$250.00
b. Plus $50 per unit		
4. Temporary Certificate of Occupancy	$150.00	$250.00
a. Additional Renewal	$150.00	$250.00
5. Copies of Certificate of Occupancy (Certified)	$25.00	$25.00
6. Pre-Date Letter	$100.00	N/A
III. SUPPLEMENTAL PERMITS		
1. Electrical Permits (including low voltage)	$100.00	$250.00
2. Plumbing Permits		
a. Initial Filing Fee	$50.00	$50.00
b. Permit Fee (up to 5 fixtures)	$75.00	$125.00
c. Over 5 fixtures, add $10 per additional fixture		
3. Sewer Permit		
a. Initial Filing Fee	$50.00	$50.00
b. Permit Fee	$75.00	$75.00
4. Demolition Permit		
a. Initial Filing Fee	$50.00	$50.00
b. Permit Fee	$200.00	$400.00
5. Sign/ Awning Permits		
a. Initial Filing Fee	N/A	$50.00
b. Primary		$150.00
c. Secondary		$100.00

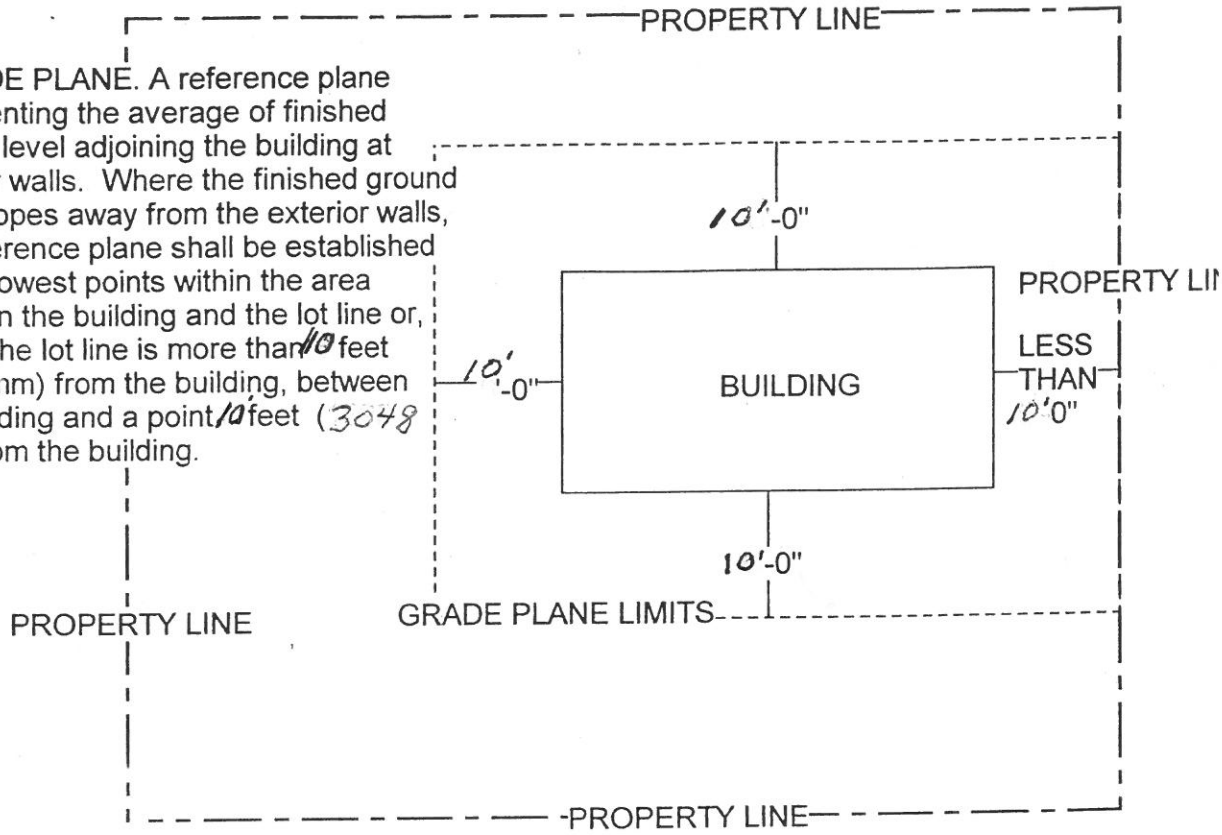
* Initial filing fee is non-refundable

7. Fences/Walls/Driveways		
a. Initial Filing Fee	$50.00	$50.00
b. $75 first $1,000 of cost of construction	$75.00	$75.00
c. $10 each additional $1,000		
d. Certification of Completion Fee	$75.00	$100.00
8. Blasting Permit		
a. Initial Filing Fee	$50.00	$50.00
b. Permit Fee	$250.00	$250.00
9. Temporary Structures (tents, trailers, bleachers, Stands, etc.) Price per structure	$25.00	$25.00
10. Construction Debris Container/per container	$75.00	$75.00
11. Temporary Storage Unit/per container	$75.00	$75.00
12. Special Outdoor Events	$500.00	$500.00
13. Re-Inspection Fee	$50.00	$50.00
14. Tree Removal	$25.00	$25.00
IV. SITE WORK PERMITS		
1. Fill Permit		
a. Initial Filing Fee	$50.00	$50.00
b. Permit Fee	$200.00	$200.00
2. Regrading Permit		
a. Initial Filing Fee	$50.00	$50.00
b. Base Fee	$30.00	$30.00
c. Permit Fee		
1. Based on per sq. ft. of first 2500 sq. ft.	$0.02	$0.02
2. Based on per sq. ft. over 2500	$0.01	$0.01
4. Excavation Permit		
a. Initial Filing Fee	$50.00	$50.00
b. Base Fee	$30.00	$30.00
c. Permit Fee		
1. Based on per cu. yd. of first 5000 cu. yds.	$0.05	$0.05
2. Based on per cu. yd. over 5000	$0.02	$0.02
V. STEEP SLOPE		
1. Initial Filing Fee	$50.00	$50.00
2. Slope Permit Fee	$250.00	$250.00
3. Slope Inspection Fee	$250.00	$250.00
VIII. ANNUAL LICENSING RENEWALS		
Sign & Awning – Wall Sign	$20.00	$20.00
Ground Sign	$20.00	$20.00
Canopies	$20.00	$20.00
IX. TRUCK PERMITS –Annual fees		
1. Entity Fee		$200.00
2. Fee per Mack Truck		$150.00
3. Fee per Tractor Trailer		$300.00

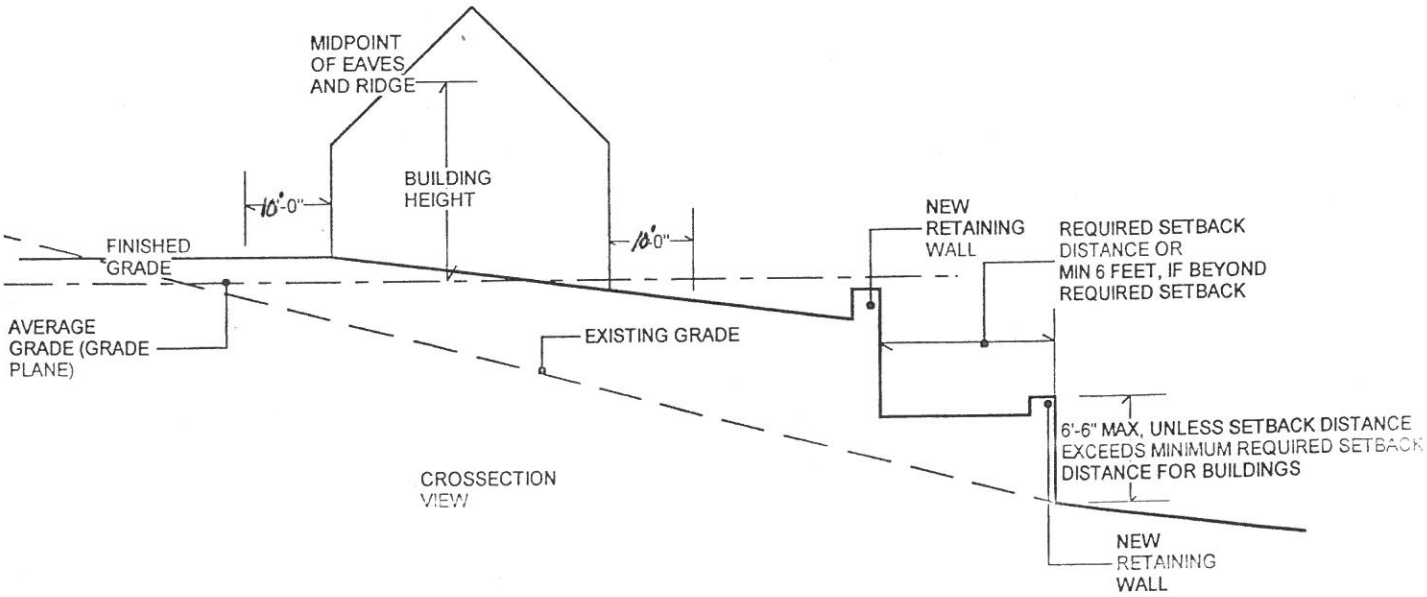
* Initial filing fee is non-refundable

DIAGRAM #1

GRADE PLANE. A reference plane representing the average of finished ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than 10 feet (3048 mm) from the building, between the building and a point 10 feet (3048 mm) from the building.

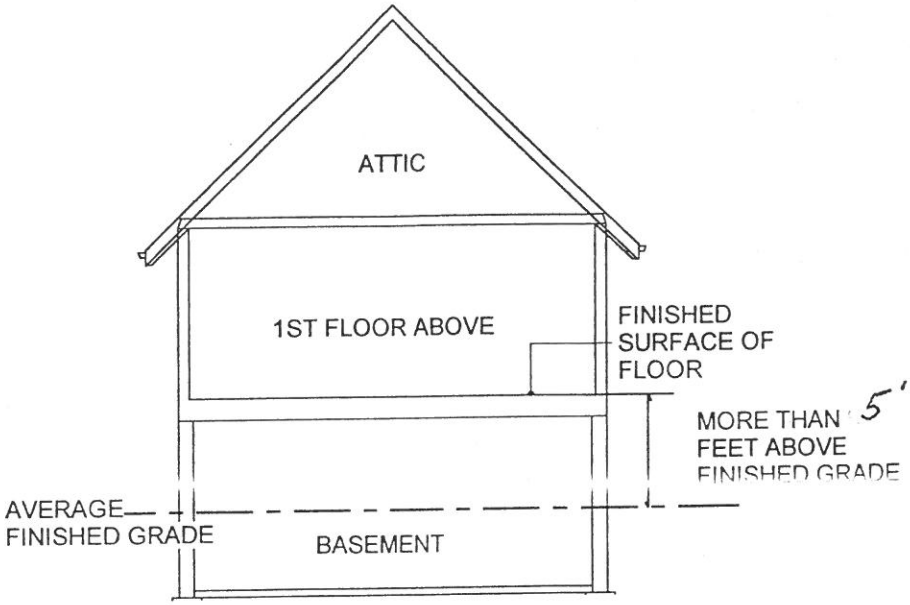


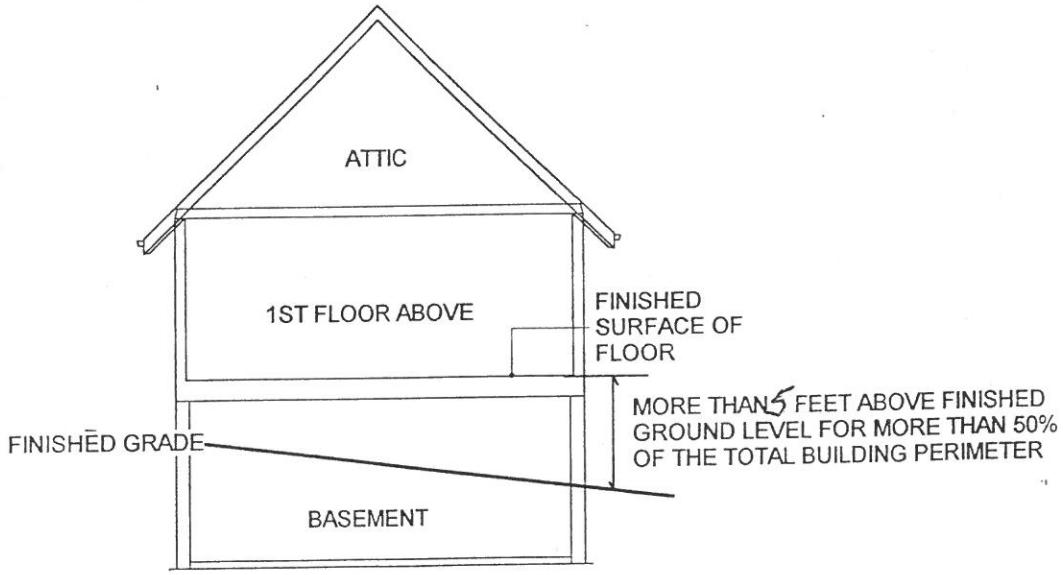
PLAN VIEW OF LIMITS OF AREA FOR CALCULATING GRADE PLANE



CROSSECTION VIEW

DIAGRAM #2
BASEMENT COUNTED AS A STORY ABOVE GRADE
UNDER THE FOLLOWING CONDITIONS





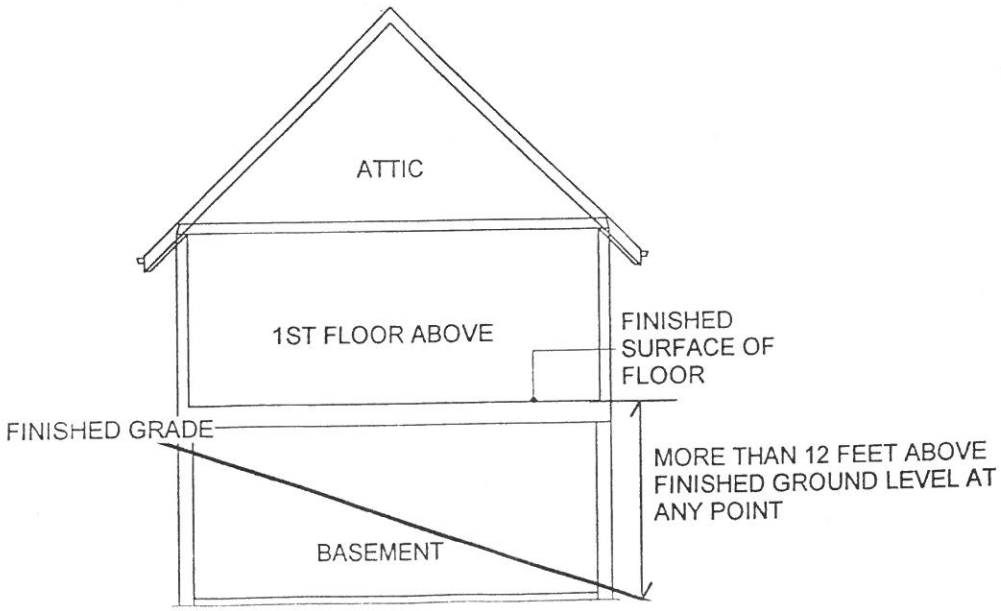
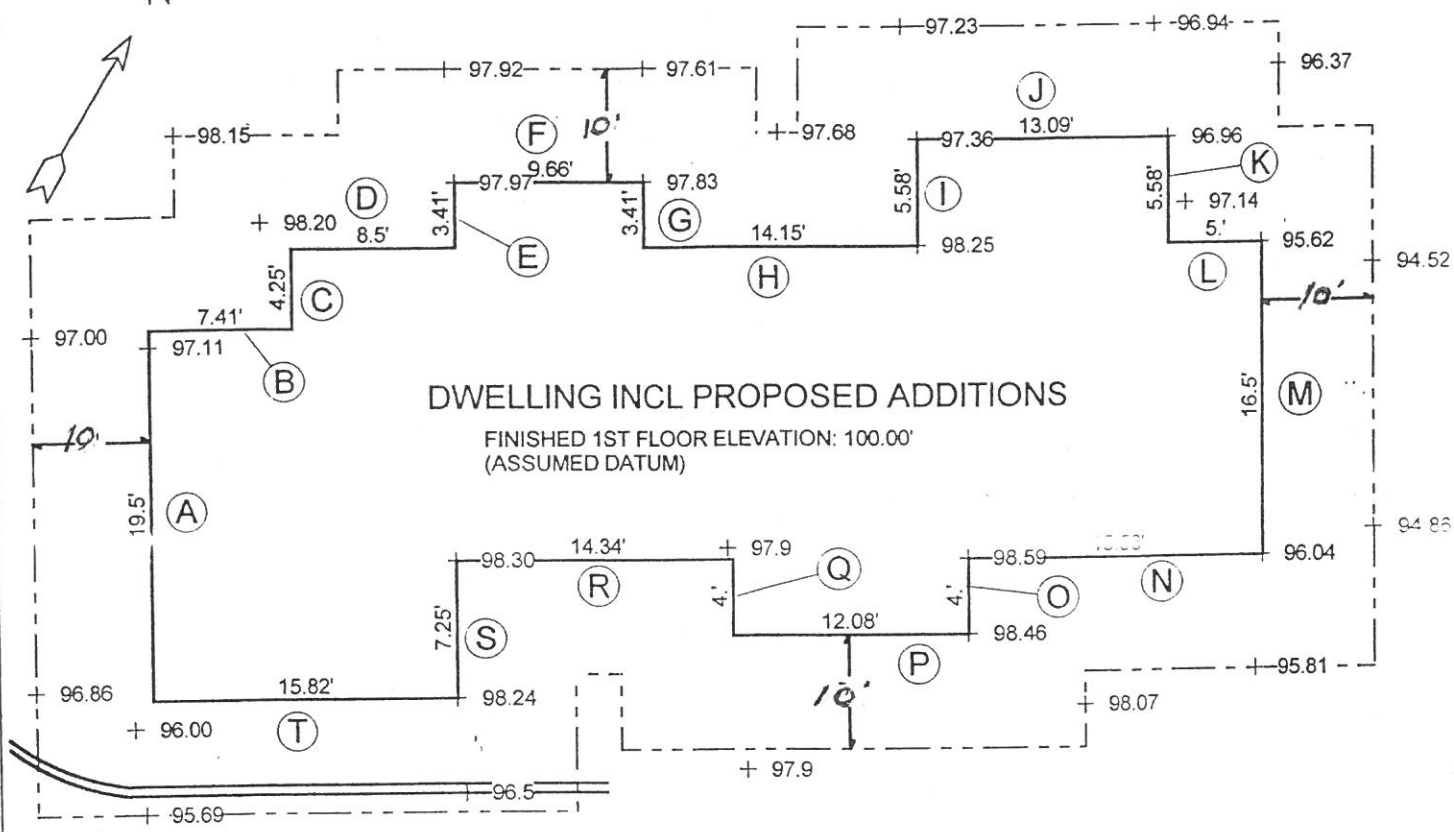


DIAGRAM #3



SITE PLAN DRAWN TO SCALE

SCALE: 1 INCH = 10 FEET
(ENGINEER SCALE ONLY)

GRADE PLANE WORK SHEET

WALL DESIG	LOWEST or AVERAGE ELEVATION		WALL LENGTH	WEIGHTED PERIMETER
A	(97 + 96.86)/2=96.9	X	19.5	1890.1
B	97.7		7.41	723.6
C	97.6		4.25	414.9
D	98.0		8.50	833.3
E	98.1		3.41	334.4
F	97.8		9.66	944.4
G	97.7		3.41	333.2
H	97.4		14.15	1378.5
I	97.7		5.58	545.4
J	97.1		13.09	1270.8
K	97.0		5.58	541.5
L	95.8		5.00	479.2
M	94.7		16.50	1562.4
N	97.2		15.58	1514.4
O	98.5		4.00	394.1
P	98.1		12.08	1186.1
Q	97.9		4.00	392.0
R	98.1		14.34	1406.8
S	98.3		7.25	712.5
T	96.1		15.82	1520.2
		TOTAL	189.1	183778.0

GRADE PLANE ELEVATION = TOTAL WEIGHTED PERIMETER / TOTAL WALL LENGTH

= 183778.0 / 189.1

GRADE PLANE ELEVATION = 97.2

Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than 6 feet from the building, between the building and a point 6 feet from the building.

GRADE PLANE CALCULATION TO BE PREPARED BY NYS LICENSED DESIGN PROFESSIONAL AND TO BE FILED UNDER DESIGN PROFESSIONALS SEAL AND SIGNATURE

SEE DIAGRAM #2 TO DETERMINE NUMBER OF STORIES ABOVE GRADE

DIAGRAM #4

HALF AND FULL STORY CALCULATION FOR ATTIC AREA

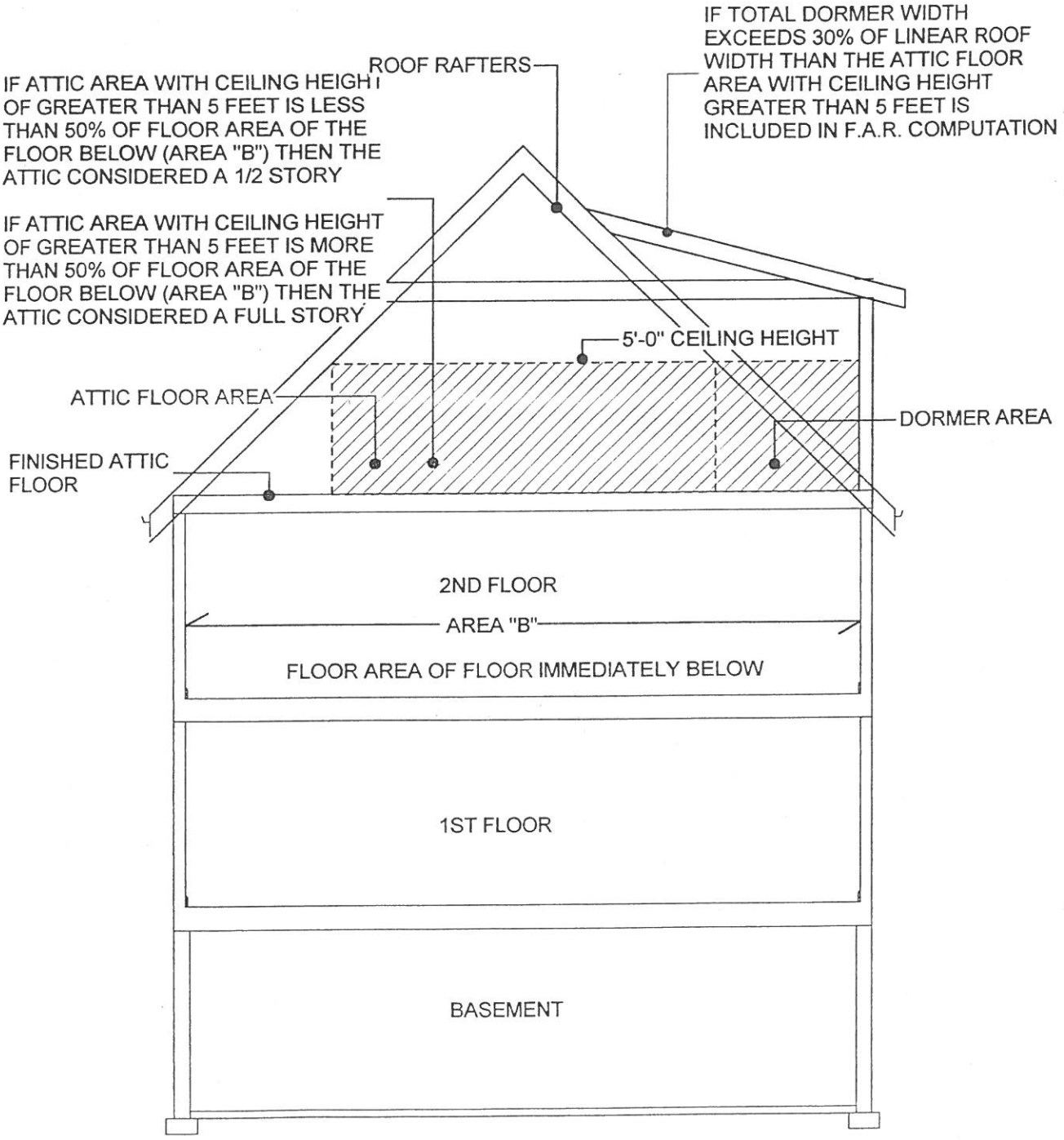
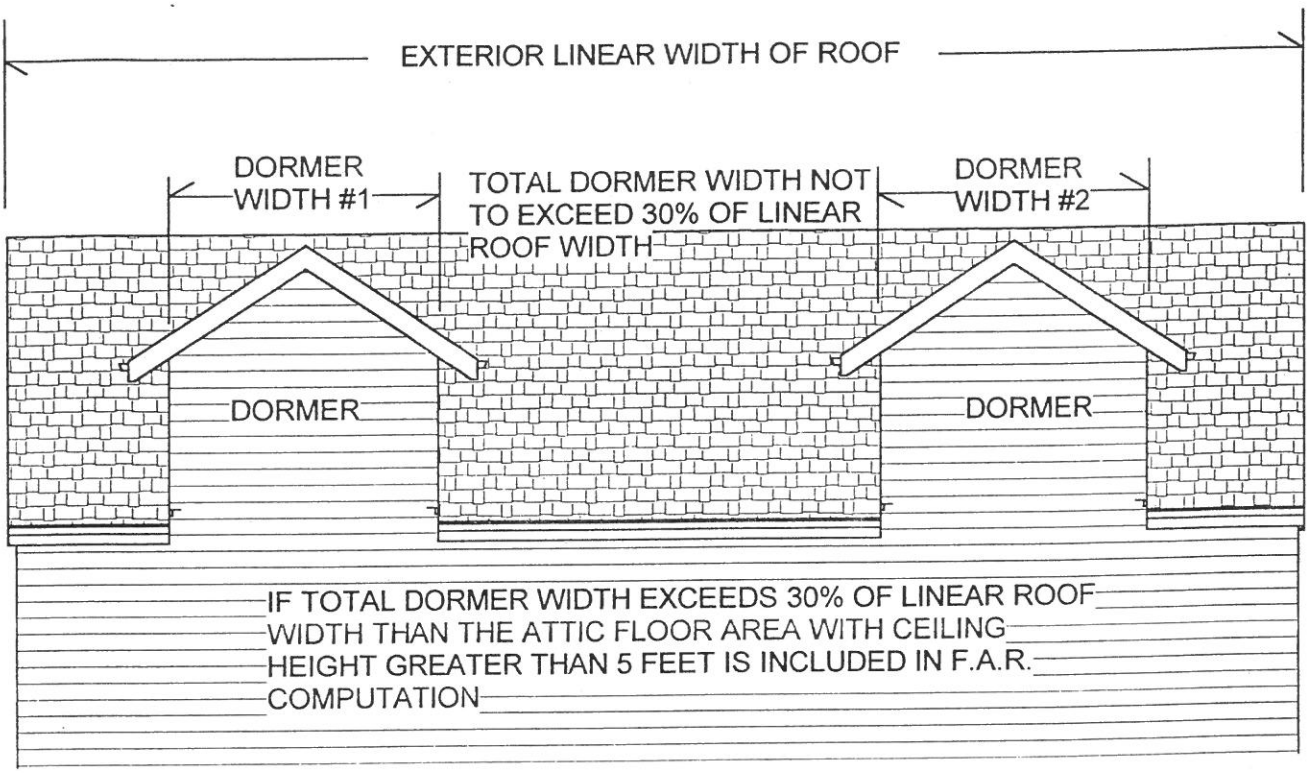
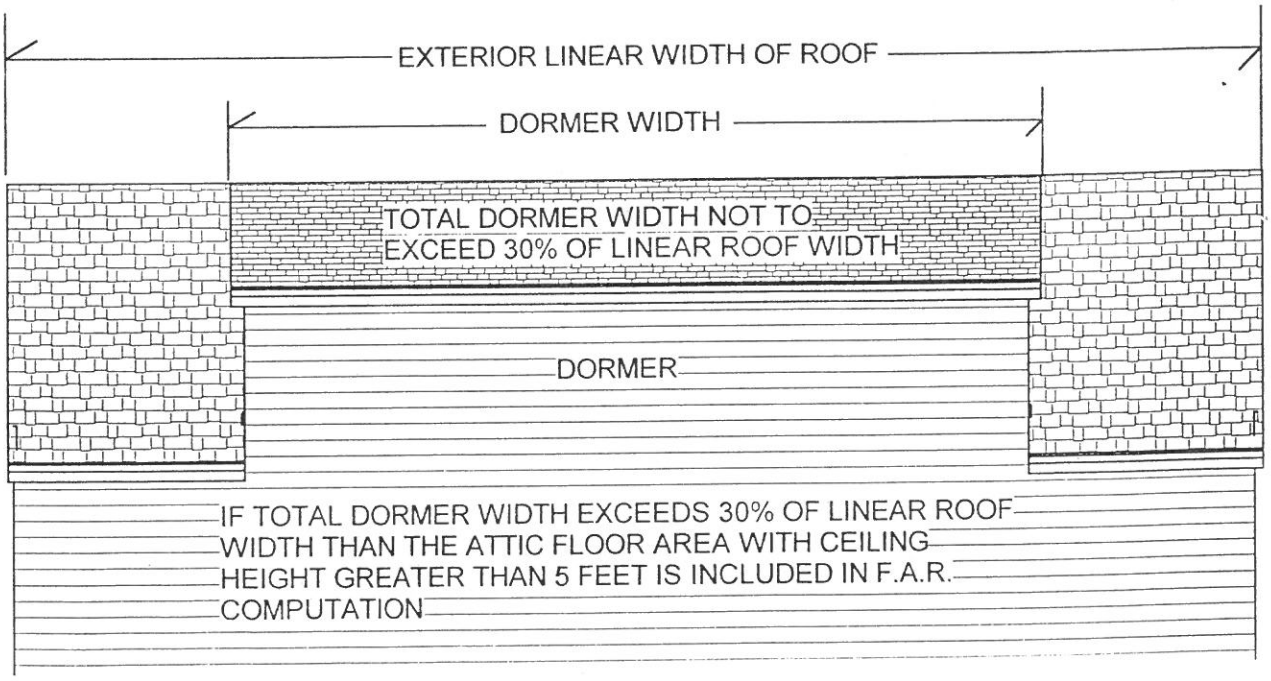



DIAGRAM #5
DORMER WIDTH LIMITATION