



TOWN – VILLAGE OF HARRISON  
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: **(Only one type per application)** [ ] FILL [ ] REGRADE [ ] EXCAVATION

APPLICATION NO.: \_\_\_\_\_ DATE FILED: \_\_\_\_\_

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

ZONE \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_ VERIFICATION \_\_\_\_\_

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: \_\_\_\_\_

#### 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 # \_\_\_\_\_

#### **OFFICE USE ONLY - FEES:**

APPLICATION FEE \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

PERMIT FEE \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

CO FEE \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

OTHER FEES \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

**To be completed for all Fill, Regrade or Excavation permits, must be accompanied by 3 sets of a fully engineered site plan.  
Requires Land Development Approval.**

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 ALL APPLICATIONS:**

**Affidavit of Ownership**

State of New York  
County of Westchester

I, \_\_\_\_\_, 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)

**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.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



Town of Harrison  
Village of Harrison  
Alfred F. Sulla, Jr. Municipal Building  
Building Department  
1 Heineman Place, Harrison, NY 10528  
Phone: 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 plans must comply with the New York State Uniform fire Prevention and Building Code or other Town Ordinances.

**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**

#### **FILL**

Application must be accompanied by a survey, and three sets of drawings. Land Development approval from the Town Engineer is required for land-disturbing activity of 500 square feet or more. Fill applications require a testing report regardless of origin. This report would come from the nursery/facility or a third party inspector. The Fill Delivery manifest must be submitted after each delivery. A surety bond is required to be submitted for all fill, regrade, and excavation permits with an improvement cost over \$5,000. A certified check in lieu of a bond is accepted. Please contact us for more details. The trucker delivering the fill must have an annual Truck Permit with the Town of Harrison.

#### **REGRADE**

Application must be accompanied by a survey, and three sets of drawings. Land Development approval from the Town Engineer is required for land-disturbing activity of 500 square feet or more. A surety bond is required to be submitted for all fill, regrade, and excavation permits with an improvement cost over \$5,000. A certified check in lieu of a bond is accepted. Please contact us for more details.

#### **EXCAVATION**

Application must be accompanied by a survey, and three sets of drawings. Land Development approval from the Town Engineer is required for land-disturbing activity of 500 square feet or more. A surety bond is required to be submitted for all fill, regrade, and excavation permits with an improvement cost over \$5,000. A certified check in lieu of a bond is accepted. Please contact us for more details.

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



**BUILDING DEPARTMENT  
TOWN -VILLAGE OF HARRISON**

**FILL DELIVERY MANIFEST**

**PROPERTY ADDRESS:** \_\_\_\_\_

**TRUCKER COMPANY:** \_\_\_\_\_

**DRIVER NAME:** \_\_\_\_\_

**DATE OF DELIVERY OF FILL:** \_\_\_\_\_

**ORIGIN OF FILL:** \_\_\_\_\_  
**MUST ATTCHED BILL OF SALE OR SOIL TESTING REPORT**

**TYPE OF FILL:** \_\_\_\_\_

**AMOUNT OF FILL DELIVERED (YDS<sup>3</sup>)** \_\_\_\_\_

**I REPRESENT THAT THE FILL IS IN FULL COMPLIANCE  
WITH 6 N.Y.C.R.R. S360.**

\_\_\_\_\_  
**TRUCKER-COMPANY NAME**

\_\_\_\_\_  
**OWNER-PRINT NAME**

\_\_\_\_\_  
**TRUCKER-SIGNATURE**

\_\_\_\_\_  
**OWNER-SIGNATURE**