



Town of Mamaroneck – Building Department

740 West Boston Post Road
Mamaroneck, NY 10543-3353
TEL: 914-381-7830 FAX: 914-381-8473

APPLICATION FOR BUILDING PERMIT

(No Hand Written Applications Accepted)

Project Information:

DATE: _____

Permit Type: Residential Commercial

	Addition/Interior Alteration		Generator		Sign
	Air Conditioner		HVAC		Swimming Pool
	Blasting		New Accessory Structure		Tank Abandonment
	Deck/Porch		New Construction		Tank Install
	Demolition		Patio		Tank Removal
	DUMPSTER		Rock Removal		Windows/Doors Install
	Ext: Alteration/Renovations		Roof		Other: _____
	Fence		Shed		

SITE ADDRESS: _____ BLK: _____ LOT: _____

DESCRIPTION OF WORK:

COST of WORK: _____

PLUMBING WORK: YES NO

ELECTRICAL WORK: YES NO

OWNER INFORMATION:

Name(s):					
Address:			City/ST:		
			Zip:		
Home Phone:			Work Phone:		
FAX:			Cell:		
E-Mail:					

CONTRACTOR INFORMATION:

Company Name:					
Contact Name(s):			Cell:		
Address:			City/St:		
			Zip:		
Phone:			FAX:		
E-Mail:					



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ARCHITECT/DESIGNER/ENGINEER INFORMATION:

Company Name:						
Contact Name(s):				Cell:		
Address:			City/St:			Zip:
Phone:			FAX:			
E-Mail:						

DATE STAMP

Applicant Signature

Filing Fee: _____

Receipt Number: _____

OFFICE USE ONLY

DIG SAFE NUMBER REQUIRED: YES NO

DIG SAFE NUMBER: _____

BOND REQUIRED: YES NO

NOTICE: All permits are good for one year from the date of issuance. The permit may be renewed for a maximum of two (2) six (6) month periods for an additional fee. It is the responsibility of the owner of the property listed above in the application to close out the permit. Passing of a final inspection does not complete the process. **ONLY** the issuance of either a **“LETTER OF COMPLETION”** or **“CERTIFICATE OF OCCUPANCY”** closes a permit. Any deviation from the approved plans will result in the revocation of the permit by the Building Inspector. Any amendments to the plan must be approved by the Building Department.

Acknowledgement of above NOTICE by Homeowner:

Signature _____ Date: _____

From the Assessor:

The Town Assessor does not wait until a Certificate of Occupancy is issued to establish value for parcels with building permits. Each year the assessment roll reflects the physical condition of the property as of May 1st, the “taxable status date” for the Town of Mamaroneck. All building permits are reviewed by the Assessor’s Office and property inventories, building sketches and values are adjusted accordingly.



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NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION

To: Town of Mamaroneck
Owner:
Date:
Property Address:

Please take notice that the (check applicable line):

New residential structure
Addition to existing residential structure
Rehabilitation to existing residential structure

**To be constructed or performed at the subject property reference above
will utilize (check each applicable line):**

Truss type construction (TT)
Pre-engineered wood construction (PW)
Timber construction (TC)

In the following location(s) (check applicable line):

Floor framing, including girders and beams (F)
Roof framing (R)
Floor framing and roof framing (FR).

Date:

Signature:

Name:

Title:

NOT APPLICABLE

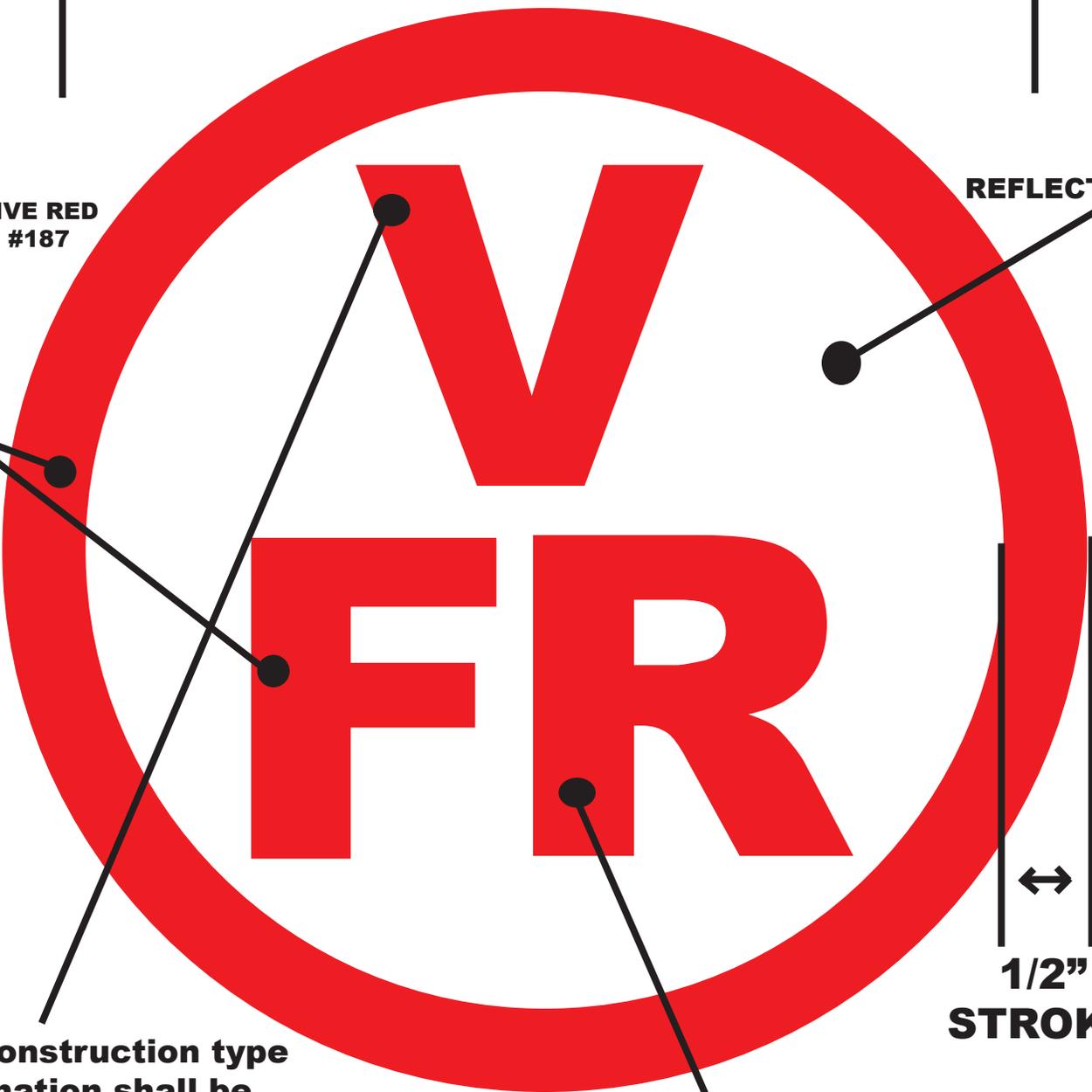
Note: Please complete this form with every application and if above referenced construction is applicable then building needs proper placarding as stated in referenced law or if not used check the “NOT APPLICABLE” box.

Check regulation at the following Website: <http://www.dos.ny.gov/DCEA/noticadopt.html>

← 6" DIAMETER →

REFLECTIVE RED
PANTONE #187

REFLECTIVE WHITE



1/2"
STROKE

The construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS

DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS TYPE CONSTRUCTION

"F"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING



617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)



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INSTRUCTIONS / CHECKLIST

Please Note: Completing the application form does not constitute a permit to commence construction.

To complete the application process, you will need to deliver to the building department the following:

- A signed completed application form including the Short Environmental Assessment form.
- If applicable, architectural plans, stamped and signed by a NYS Licensed Architect or Professional Engineer in the following formats:
 - **One (1) - Full Size Set (Min 24x36)**
 - **One (1) - 11x17 set**
 - ***ELECTRONIC MEDIA NO LONGER NEEDED***
- Contractor's Certificate of liability on the "Acord Form" listing the Town of Mamaroneck as:
 - **Certificate Holder**
 - **Additional Insured**
- Contractor's NYS Workman Compensation or a ***Waiver of Insurance if all work is to be performed by the property owner.***
- Westchester County Home Improvement License.
- NYS Disability

NOTE: Please be advised, under new State and Municipal Laws, the Workman's Compensation and Disability benefits insurance must be submitted on separate state approved forms. The "Acord Form" are no longer acceptable proof of Workman's Compensation or Disability coverage. Further information or questions may be answered by calling the NYS Bureau of Compliance at (518)486-6307 or by visiting their website: www.wcb.ny.gov or by contacting the insurance provider.