

CHECKLIST FOR GETTING A BUILDING PERMIT

You need to make an appointment with the Building Inspector, John Pierpont, to get the building permit. A building permit is required for almost all work in the Village – except for MINOR repairs, painting and power washing. No work can start without a building permit. Please call Village Hall at 914-738-8820 to schedule an appointment.

After the appointment is made, you will need several things to get the permit. Bring this information with you to the appointment. **INCOMPLETE DOCUMENTS WILL RESULT IN A CANCELLED APPOINTMENT.**

_____ You need a proposal, and any necessary plans, that describes the work that will be done and the total cost (labor and materials) of the job. If the total cost of the job is \$5,000 or under, the permit fee is \$50.00. If over \$5,000, the permit fee is 1% of the total cost of the job.

_____ For ALL contractors and subcontractors working on the project, Workers' Compensation Insurance and General Liability Insurance are required for every permit that is requested. The ACCORD Form IS NOT ACCEPTABLE for Worker's Compensation proof. Worker's Compensation proof must be submitted on the State Form (C105.2) naming the Village of Pelham Manor as certificate holder. **The general liability insurance certificates must name the Village of Pelham Manor as certificate holder and as an additional insured.**

_____ Bring a copy of the Westchester County issued License for all trades.

_____ The name, address, license number and contact number of all trades doing work on the permit must be listed on the permit.

Village of Pelham Manor
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Pelham Manor, NY 10803

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