

VILLAGE OF SCARSDALE  
ENGINEERING & BUILDING DEPARTMENT  
COORDINATING OFFICE  
VILLAGE HALL  
1001 POST ROAD  
SCARSDALE, NEW YORK 10583  
  
(914) 722-1140  
FAX(914) 722-1103

OFFICE USE ONLY

APPL. # \_\_\_\_\_  
DATE: \_\_\_\_\_  
  
FEES  
B.A.R. \_\_\_\_\_  
BUILDING PERMIT \_\_\_\_\_

BOARD OF ARCHITECTURAL REVIEW  
(BAR) APPLICATION & BUILDING PERMIT FORM

NEIGHBOR NOTIFICATION REQUIRED - NO EXCEPTIONS

9 COMPLETE SETS (INCLUDING APPLICATION) AND FEES DUE  
UPON SUBMITTAL

PART I: (TYPE OF BAR APPLICATION)

- PRELIMINARY REVIEW NEW 1 FAMILY     NEW STRUCTURE     EXTERIOR ALTERATIONS TO EXISTING STRUCTURE  
 APPLICATION NEW 1 FAMILY     APPLICATION FOR FENCE INSTALLATION     OTHER \_\_\_\_\_

TO THE BUILDING INSPECTOR: (Brief description of work must be provided)  
Description of work:

It is agreed that all provisions of the Village Code shall be complied with whether or not detailed information regarding any one of such provisions is given in this application.

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

(Signature of Applicant)

**ONCE YOU HAVE BEEN APPROVED BY THE BAR, YOU MUST CALL THE BUILD. DEPT. AND REQUEST THAT  
YOUR CONSTRUCTION PLANS BE PLACED IN FOR REVIEW TO THE PLANS EXAMINER.**

PART II  
: (PROPERTY, OWNER, ARCHITECT & INFORMATION)

STREET ADDRESS OF PROJECT: \_\_\_\_\_ SEC. \_\_\_\_\_ BLK. \_\_\_\_\_ LOT \_\_\_\_\_  
ZONING DISTRICT: \_\_\_\_\_ WETLANDS CONTROLLED AREA (check one):     YES     NO  
FLOOD ZONE: \_\_\_\_\_ (check one):     YES     NO  
PROPERTY OWNER'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
(If different from above)  
PROPERTY OWNER'S PHONE NUMBER: HOME#: \_\_\_\_\_ BUS.#: \_\_\_\_\_ FAX#: \_\_\_\_\_  
ARCHITECT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
FAX#: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
PERSON \_\_\_\_\_ FAX#: \_\_\_\_\_  
(Person responsible for supplying information on this application)

**PART III: (PRESENT USE OF PROPERTY-AREA OF NEW WORK)**

PRESENT USE OF PROPERTY WHERE CONSTRUCTION WILL BE DONE: (Please check one)  
 SINGLE FAMILY       MULTI-FAMILY       COMMERCIAL       OTHER

IF CONSTRUCTION PROJECT, ESTIMATED COST: \_\_\_\_\_

**ADDITIONS & NEW CONSTRUCTION ONLY, PROVIDE SQUARE FOOTAGE (AREA) OF PROPOSED AREAS ONLY**

BASEMENT/CELLAR \_\_\_\_\_ 1<sup>st</sup> FLOOR \_\_\_\_\_ 2<sup>nd</sup> FLOOR \_\_\_\_\_

CRAWL SPACE \_\_\_\_\_ DECK \_\_\_\_\_ SHED \_\_\_\_\_

**PART IV: LOT COVERAGE** (To be completed only if property is located in Res. A District)

<b>LOT COVERAGE</b>	* PRINCIPAL BUILDING	ACTUAL SF _____	PERMITTED SF _____
	* OVERALL	ACTUAL SF _____	PERMITTED SF _____

\*Note: these figures may be obtained by completing the Lot Coverage Ratio Form.

**PART V: FLOOR AREA RATIO (FAR):**

LOT AREA \_\_\_\_\_

ACTUAL FLOOR AREA SF \_\_\_\_\_ PERMITTED ACTUAL FLOOR AREA SF \_\_\_\_\_

\*Note: these figures may be obtained by completing the Floor Area Ratio (FAR) Form.

**PART VII:**

AFTER obtaining necessary Board(s) approval and BEFORE a Building Permit is issued, New York State Law requires that anyone working for you MUST furnish the Village with CERTIFICATE OF INSURANCE FOR WORKMAN'S COMPENSATION AND DISABILITY

EXPIRATION DATE: \_\_\_\_\_

**PART VI:**

STATE OF NEW YORK  
 COUNTY OF WESTCHESTER

I, \_\_\_\_\_ being duly sworn,  
 (PRINT NAME)  
 (agent, owner, corporate officer)

deposes and says: that \_\_\_\_\_ is the owner in fee of the premises which this application applies; that the applicant is duly authorized to make this application; and that the statements obtained here are true to the best of the applicant's knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith, and in accordance with all applicable laws, ordinances and regulations.

Signature \_\_\_\_\_  
 Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
 20\_\_\_\_

Notary

OFFICE USE ONLY			
APPLICANT REQUIRED TO SUBMIT DOCUMENTATION OF APPROVALS FROM THE FOLLOWING (Where applicable):			
BOARD	DATE	DISPOSITION	
ZONING	_____		
PLANNING	_____		
P E R M I T S   R E Q U I R E D			
	DATE	#	FEE
	ISSUED		
SWMECP	_____		
BUILDING (inc, demolition)	_____		
PLUMBING	_____		
OIL BURNER	_____		
ELECTRICAL	_____		
CERTIFICATE OF OCCUPANCY	_____		
COUNTY BOARD OF HEALTH	_____		

DEPARTMENTAL USE: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

**NOTE: A BUILDING PERMIT IS REQUIRED BEFORE STARTING ANY WORK.**

# Village of Scarsdale



Building Department  
Scarsdale, New York 10583

## NOTICE TO BUILDING PERMIT APPLICANTS

### ASBESTOS

AN ASBESTOS SURVEY IS REQUIRED FOR ALL RENOVATION, REMODELING, REPAIR AND DEMOLITION OF ALL INTERIOR AND EXTERIOR BUILDING MATERIALS. AS PER NYS INDUSTRIAL CODE RULE 56, ASBESTOS MATERIAL MUST BE ABATED BY LICENSED CONTRACTORS UTILIZING CERTIFIED ASBESTOS HANDLERS, WITH THE EXCEPTION OF OWNER-OCCUPIED SINGLE FAMILY HOMES, WHERE THE OWNER MAY REMOVE THE ASBESTOS. HOWEVER, IT IS NOT RECOMMENDED THAT THE OWNER REMOVE ASBESTOS. THE OWNER COULD POTENTIALLY EXPOSE THEMSELVES, THEIR FAMILY AND NEIGHBORS TO ASBESTOS FIBERS IF CORRECT ENGINEERING CONTROLS AND WORK METHODS ARE NOT UTILIZED DURING THE ABATEMENT. (Available online at <http://www.labor.state.ny.us>) State of New York Department of Labor Asbestos Control Bureau <http://www.labor.state.ny.us> Room 401 450 South Salina Street Syracuse, NY 13202 (315) 479-3215

### THE EPA'S NEW LEAD-SAFE CERTIFICATION PROGRAM AND THE LEAD RENOVATION, REPAIR AND PAINTING (RRP) RULE

FEDERAL LAW REQUIRES CONTRACTORS THAT DISTURB PAINTED SURFACES IN HOMES, CHILD CARE FACILITIES AND SCHOOLS BUILT BEFORE 1978 TO BE CERTIFIED AND FOLLOW SPECIFIC WORK PRACTICES TO PREVENT LEAD CONTAMINATION. ALWAYS ASK TO SEE YOUR CONTRACTOR'S CERTIFICATION. FEDERAL LAW REQUIRES THAT INDIVIDUALS RECEIVE CERTAIN INFORMATION BEFORE RENOVATING MORE THAN SIX SQUARE FEET OF PAINTED SURFACES IN A ROOM FOR INTERIOR PROJECTS OR MORE THAN TWENTY SQUARE FEET OF PAINTED SURFACES FOR EXTERIOR PROJECTS OR WINDOW REPLACEMENT OR DEMOLITION IN HOUSING, CHILD CARE FACILITIES AND SCHOOLS BUILT BEFORE 1978. (1.800.424. LEAD (5323) OR VISIT THEIR WEBSITE AT: [WWW.EPA.GOV/LEAD](http://WWW.EPA.GOV/LEAD)

**I have read and understand that the requirements of Asbestos Code Rule 56 and EPA'S Lead RRP Rule apply to me and it is my responsibility to ensure compliance with same.**

ADDRESS OF PROJECT: \_\_\_\_\_  
NAME: \_\_\_\_\_  
APPLICANT'S SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

Village of Scarsdale  
Building Department  
914-722-1140

Information for Architectural Review (BAR) Applicants

1. **When BAR Approval Is required:**

BAR approval is required for all exterior work applications except as exempted per Chapter A317, ARCHITECTURAL REVIEW BOARD RULES AND REGULATIONS: ARTICLE VII, Referral Exceptions (see Attached)

2. **BAR Approval:**

The Board of Architectural Review (BAR) is the final Board to pass judgement on most Building Permit applications, prior to issuance of a Building Permit.

3. **Notice to Neighbors:**

Persons submitting an application to the Board of Architectural Review (BAR) must give written notice to the owners of every property within two hundred (200) feet of the boundary of the property involved in the application for residential uses and within five hundred (500) feet of the structure for commercial or other public uses (Chapter A317, ARCHITECTURAL REVIEW BOARD RULES AND REGULATIONS: ARTICLE III, Public Hearings. Further notice is not generally required in the event the hearing is held over to a subsequent meeting, unless the Board specifically directs such notice.

Notice shall be served personally or by certified mail. Such notice shall be served by certified mail (not less than ten days prior to the date of the hearing) or served personally with a signed receipt (not less than seven days prior to the hearing). Return receipts are NOT required. If these notices are not mailed or served, the hearing cannot be held.

The notices shall state the nature and purpose of the application; the date, time, and place of the meeting; the name of the applicant; and the location of the property involved in the application.

At the hearing, the applicant must file with the Secretary to the Board a copy of the letter sent to the neighbors, with proof of proper service in the form of a NOTARIZED affidavit. If this proof of proper service is not received, the hearing cannot be held.

4. **"NOT" BUILDING PERMIT APPROVAL:**

The approval of the BAR does NOT, however constitute a Building Permit. The Building Permit is issued by the Building Department ONLY after the plans, approved by the BAR, are reviewed for conformance to the New York State Uniform Fire Prevention and Building Code, the Scarsdale Building Code, and other appropriate codes.

Please contact the Building Department to have your approved BAR application placed into the plan review process. Application must contain full construction drawings to be reviewed.

**Additional Information for Board of Architectural Review (BAR) Applicants:**

5. **SEPARATE BUILDING PERMIT Application:**  
The Building Department will not review a set of plans conformance to the applicable Building Codes unless the applicant files a proper **BUILDING PERMIT** Application Form. This procedure is used because many plans submitted for esthetic approval are not construction plans and because historically Building Permits are not requested for many of the plans approved by the BAR, due to a change in circumstances of the applicant or due to a change in the plans themselves. All applications will be reviewed in the order **BUILDING PERMIT** Applications are received.
6. **Expiration of BAR Approval:**  
The BAR's approval is good for only ninety (90) days. This approval may be extended upon written request by the applicant to the Building Department. These extensions may be granted in ninety (90) day increments for up to three extensions. This written request for an extension must be made prior to the expiration date of the BAR approval or of the Building Department's extension.
7. **Westchester County Home Improvement License Required:**  
A copy of the Contractor's Westchester County Home Improvement License must be on file with the Building Department prior to issuance of any Building Permit.
8. **Contractor's Liability Insurance Required:**  
A copy of the Contractor's General Liability Insurance with the Village of Scarsdale and our address: 1001 Post Road, Scarsdale, New York 10583, listed as the Certificate Holder must be on file with the Building Department prior to issuance of any Building Permit.
9. **Contractor's Workers Compensation Insurance Required:** A copy of the Contractor's Workers Compensation Insurance form, either A C105-2 or U26.3 must be on file with the Building Department prior to issuance of any Building Permit.
10. **Homeowner Requirements if Doing Work Themselves:**
  1. A copy of Homeowner's Insurance Policy.
  2. Workers Compensation form, either A C105-2 or U26.3 or waiver.
11. **STORMWATER MANAGEMENT AND EROSION CONTROL PERMIT LOCAL LAW #8 of 2003:**  
No person shall commence or carry out any development or land-disturbing activity in the Village of Scarsdale that involves more than 500 sq. ft without first obtaining the proper Stormwater Management and Erosion and Sediment Control Permit from the Village Engineer. (Refer to Village Code, Chapter 254)

**Additional Information for Board of Architectural Review (BAR) Applicants:**

**12. Right-of-Way (ROW) Deposit Required:**

The appropriate Right-of-Way (ROW) Deposit amount must be deposited with the Building Department prior to issuance of any Building Permit. A refund of the ROW deposit can be applied for once a Certificate of Occupancy is issued.

**13. Return of Building Permit Fees:**

- a. Applications withdrawn prior to examination of the plans for Building Code compliance may have a refund of 80% of the fee, upon receipt of a written request for a refund.
- b. Applications withdrawn after examination of the plans, but prior to commencement of excavation and construction may have a refund of 50% of the fee, upon receipt of a written request for a refund. No refunds will be made once excavation or construction is started.
- c. All requests for refunds must be made in writing and must be received with six (6) months of the application date for the Building Permit. No refund will be made if not requested within this six (6) month period.
- d. No refunds will be made for work costing \$1,000.00 or less.

**14. Expiration of Building Permit:**

A Building Permit expires six (6) months after the date it is issued, unless construction has commenced. If the work has begun, the Building Permit will expire in two (2) years. This two (2) year limitation can only be extended by the Village Board.

**15. Certificate of Occupancy Required:**

Work done under a Building Permit may not be used or occupied prior to the issuance of a Certificate of Occupancy. Using or occupying a premise or facility prior to the issuance of a Certificate of Occupancy is not only a violation of the Building Code but is subject to fines. In addition, the lack of a Certificate of Occupancy is a serious, if not a permanent impediment to selling a property, mortgaging it, or refinancing an existing mortgage. Owners should insist that contractors hired on their behalf obtain a Certificate of Occupancy as part of their contracted services, and before making final payment to the contractor.

**16. See Attached Board of Architectural Review Exemptions**

**Chapter A317. ARCHITECTURAL REVIEW BOARD RULES AND REGULATIONS**  
**ARTICLE VII. Referral Exemptions)**

**BOARD OF ARCHITECTURAL NEIGHBOR NOTIFICATION FORM**

NOTICE IS HEREBY GIVEN that the Board of Architectural Review of the Village of Scarsdale will hold a public hearing on \_\_\_\_\_, 201\_\_\_\_, at \_\_\_\_\_, pm  
(day of week) (month and date) (year) (time)

At the Village of Scarsdale, Village Hall, 1001 Post Rd., Scarsdale, New York on the application of

\_\_\_\_\_ for Architectural Review of application as \_\_\_\_\_

(name of applicant, or property owner)

to \_\_\_\_\_

(description of work: e.g., to construct new single family dwelling; to construct two story addition, etc.)

\_\_\_\_\_ affecting the premises known as Section \_\_\_\_\_, Block \_\_\_\_\_, Lot (s) \_\_\_\_\_

on the tax Map of the Village of Scarsdale, New York and know as \_\_\_\_\_

(street address)

Plans are available to be viewed at the Village of Scarsdale Building Department 9:00 am to 4:00 pm, Monday through Friday

Village of Scarsdale Board of Architectural Review

1001 Post Rd.

Scarsdale, New York 10583

UPDATED 9/14/11

**AFFIDAVIT OF SERVICE OF LEGAL NOTICE  
FOR BOARD OF ARCHITECTURAL REVIEW**

Location of Project: \_\_\_\_\_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Description of Project \_\_\_\_\_

(new family; 2 story addition to existing one family, etc.)

State of New York        )  
County of Westchester } SS:

I, \_\_\_\_\_ being duly sworn, depose and say as follows:

1. I am the agent, owner or legal representative of the referenced property.
2. I have prepared a list of property owners located within 200 feet of the boundaries for residential uses and 500 feet for commercial and other public uses, of the referenced property, by street address and section, block and lot.
3. I have sent, by certified mail and/or personally served a copy of the legal notice to each and every property owner within 200 (500) feet of the boundaries of the referenced property.
4. I have attached the certificate of mailing receipts to this affidavit and I have mailed the legal notice no less than 10 (ten) days before the scheduled meeting and/or have personally delivered the legal notice no less than 7 (seven) days prior to the scheduled meeting.
5. I have submitted the signed and notarized Affidavit of Service of Legal Notice and attachments at or prior to the scheduled meeting.

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature)

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_

\_\_\_\_\_  
(Westchester County Notary Public)



**Village of Scarsdale  
Department of Buildings  
Building Permit Fees  
(effective 06/03/19)**

Value	Fee	Value	Fee	Value	Fee	Value	Fee
Up to 999	\$ 50.00						
1000	\$ 100.00	25,001-26,000	\$ 525.00	50,001-51,000	\$ 950.00	75,001-76,000	\$ 1,375.00
1,001-2,000	\$ 117.00	26,001-27,000	\$ 542.00	51,001-52,000	\$ 967.00	76,001-77,000	\$ 1,392.00
2,001-3,000	\$ 134.00	27,001-28,000	\$ 559.00	52,001-53,000	\$ 984.00	77,001-78,000	\$ 1,409.00
3,001-4,000	\$ 151.00	28,001-29,000	\$ 576.00	53,001-54,000	\$ 1,001.00	78,001-79,000	\$ 1,426.00
4,001-5,000	\$ 168.00	29,001-30,000	\$ 593.00	54,001-55,000	\$ 1,018.00	79,001-80,000	\$ 1,443.00
5,001-6,000	\$ 185.00	30,001-31,000	\$ 610.00	55,001-56,000	\$ 1,035.00	80,001-81,000	\$ 1,460.00
6,001-7,000	\$ 202.00	31,001-32,000	\$ 627.00	56,001-57,000	\$ 1,052.00	81,001-82,000	\$ 1,477.00
7,001-8,000	\$ 219.00	32,001-33,000	\$ 644.00	57,001-58,000	\$ 1,069.00	82,001-83,000	\$ 1,494.00
8,001-9,000	\$ 236.00	33,001-34,000	\$ 661.00	58,001-59,000	\$ 1,086.00	83,001-84,000	\$ 1,511.00
9,001-10,000	\$ 253.00	34,001-35,000	\$ 678.00	59,001-60,000	\$ 1,103.00	84,001-85,000	\$ 1,528.00
10,001-11,000	\$ 270.00	35,001-36,000	\$ 695.00	60,001-61,000	\$ 1,120.00	85,001-86,000	\$ 1,545.00
11,001-12,000	\$ 287.00	36,001-37,000	\$ 712.00	61,001-62,000	\$ 1,137.00	86,001-87,000	\$ 1,562.00
12,001-13,000	\$ 304.00	37,001-38,000	\$ 729.00	62,001-63,000	\$ 1,154.00	87,001-88,000	\$ 1,579.00
13,001-14,000	\$ 321.00	38,001-39,000	\$ 746.00	63,001-64,000	\$ 1,171.00	88,001-89,000	\$ 1,596.00
14,001-15,000	\$ 338.00	39,001-40,000	\$ 763.00	64,001-65,000	\$ 1,188.00	89,001-90,000	\$ 1,613.00
15,001-16,000	\$ 355.00	40,001-41,000	\$ 780.00	65,001-66,000	\$ 1,205.00	90,001-91,000	\$ 1,630.00
16,001-17,000	\$ 372.00	41,001-42,000	\$ 797.00	66,001-67,000	\$ 1,222.00	91,001-92,000	\$ 1,647.00
17,001-18,000	\$ 389.00	42,001-43,000	\$ 814.00	67,001-68,000	\$ 1,239.00	92,001-93,000	\$ 1,664.00
18,001-19,000	\$ 406.00	43,001-44,000	\$ 831.00	68,001-69,000	\$ 1,256.00	93,001-94,000	\$ 1,681.00
19,001-20,000	\$ 423.00	44,001-45,000	\$ 848.00	69,001-70,000	\$ 1,273.00	94,001-95,000	\$ 1,698.00
20,001-21,000	\$ 440.00	45,001-46,000	\$ 865.00	70,001-71,000	\$ 1,290.00	95,001-96,000	\$ 1,715.00
21,001-22,000	\$ 457.00	46,001-47,000	\$ 882.00	71,001-72,000	\$ 1,307.00	96,001-97,000	\$ 1,732.00
22,001-23,000	\$ 474.00	47,001-48,000	\$ 899.00	72,001-73,000	\$ 1,324.00	97,001-98,000	\$ 1,749.00
23,001-24,000	\$ 491.00	48,001-49,000	\$ 916.00	73,001-74,000	\$ 1,341.00	98,001-99,000	\$ 1,766.00
24,001-25,000	\$ 508.00	49,001-50,000	\$ 933.00	74,001-75,000	\$ 1,358.00	99,001-100,000	\$ 1,783.00
Over 100,000 of Value = \$1783 plus \$17 for each 1,000 or fraction thereof over 100,000							
Over 5,000,000 of Value = \$86,000 plus a fee set by Resolution of the Village Board							

Extension of Expired Building Permit	\$ 500.00	min *see 1/24 rule	Certificate of Occupancy	\$ 100.00
Amendment Review Changes per Sheet	\$ 100.00		First 2 Temporary CO's	\$ 125.00
Plumbing Permit Fees: (up to 4 fixtures)	\$ 100.00		Temporary CO's thereafter	\$ 250.00
(more then 4 fixtures-per fixture)	\$ 15.00		Copies/Micro Film	\$ 15.00
Fuel Oil Systems: Application	\$ 100.00		Pre-Date Letter	\$ 250.00
Gas Space Heating Units	\$ 100.00		Building Permit over 5 years	\$ 150.00
Electrical Inspection Fee	\$ 100.00		CO/Verification Letter	\$ 25.00
Demolition Fee	\$ 750.00		Objection Review	\$ 50.00
(over 750 sq. ft.)	\$ 2.00	per sq. ft. over 750 sq. ft.		
BAR Application (Not New Home)	\$ 55.00	+ Building Permit Fee		
BAR New House Preliminary	\$ 225.00			
BAR New House second time	\$ 55.00	+ Building Permit Fee		
BAR To Amend	\$ 55.00	+ \$100.00 per pages of changes		