

COVID-19 Application Submittal and Process Modifications

Building Department Permits

Announcement

The Building Department is now accepting Board of Architectural Review, Building Permit, and other permit applications following modified procedures instituted in response to COVID-19.

The information below is intended to help you understand our modified submittal requirements in order to effectively avail yourself of the opportunity to request staff review of your project, as well as to establish reasonable expectations for review turnaround timeframes, which may be slower than usual due to our reduced staffing levels mandated by the State of New York in response to COVID-19.

Importantly, although we are enabling the submission of certain permit types and will complete our reviews accordingly, no permits can be issued and no authority can be granted to proceed with any of the associated work, unless under a qualifying emergency; contact the Building Department concerning any qualifying emergency need. Should the State of New York modify regulations related to construction activities, such as authorizing [Phase I businesses](#) in Westchester County to get started working again, we will follow by modifying the temporary COVID-19 protocols outlined herein.

Please follow the instructions provided below to avoid potential delays in getting your application reviewed.

Any questions may be directed to the Building Department either by phone at (914) 722-1140, where all message left are receiving a return phone call, or by email using building@scarsdale.com.

What to Expect After Submitting an Application

1. Building Department personnel will acknowledge receipt of your application within three business. If you do not receive an acknowledgement, please contact the Building Department by calling 914-722-1140 or emailing building@scarsdale.com.
2. The Building Department will notify you by email of any necessary corrections to plans, as well as provide email notification once their review is complete; review timelines are lengthened due to reduced staffing, so please bear with us during this challenging period as we try to assist you in getting prepared to start work once authorized by the State of New York.
3. Once a permit has been approved, no construction work can be authorized at this time because construction work continues to be restricted by NYS in response to COVID-19. However, we are offering permit review services so that once the State of New York

authorizes [Phase I businesses](#) to operate, which includes construction, our residents, businesses, and the construction community will be prepared to hit the ground running.

General Instructions and Information for All Types of Permit Applications

1. In preparing your submittal, be sure to review all submittal requirements in connection with the permit type that you are seeking, as related in the following section, organized by permit type.
2. Completed application packets may be submitted via one of the following methods:
 - a. Hand-delivered to the physical drop box labeled “Building, Land Use, and Engineering,” located immediately to the right of the Village Hall main entrance;
or
 - b. Mailed to:

Village of Scarsdale
ATTN: Building Department
1001 Post Road
Scarsdale, NY 10583
2. All applications will be acknowledged as received within three business days.
3. Prepare a digital version of the entire submittal, which the applicant will be required to upload to the file share service, Dropbox, once the hard copy application packet has been accepted by the Building Department. The email notification you receive within two business days of delivering your application packet will include instructions on submitting electronically through Dropbox.
4. Be sure to provide an email address for us to correspond with you while our offices remain closed.
5. [Application and plan submittal requirements](#) are available online; please review any applicable to your submission prior to delivering your permit application packet.
6. Incomplete applications will not be accepted and may be returned to the sender without further processing.
7. Communication of an approval *does not* constitute issuance of a permit – no permits will be issued and no authority to proceed with any project element will be granted until the State of New York has authorized construction businesses to reopen. No person will be authorized to work on-site until a permit has been issued; violations involving work being started without a permit having been issued will be subject to applicable penalties.

Application Instructions by Permit Type

[Building Permit Application](#)

- Step 1: Review General Instructions for All Types of Permit Applications.
- Step 2: Submit a completed [Building Permit Application](#) and two (2) hard copy sets of detailed plans stamped by a design professional. The minimum submission size is 11"x17" and all documents are to be single-sided.
Mandatory Elements of a Complete Application:
- If the proposed project has been reviewed by one of our Land Use Boards, a copy of the Land Use Board resolution must be attached to the application.
 - If there are any easements, license agreements, or other covenants associated with the property, a copy of any such document must accompany the application.
 - Provide two copies of a recent survey, inclusive of all necessary features.
 - Provide all requested contractor information and a copy of the necessary certificate(s) of insurance.
 - Applicable fees must be submitted by check with your application. The fee schedule is provided with the [Building Permit Application](#). Questions concerning fees should be resolved prior to submitting, and assistance is available by calling 914-722-1140 or emailing building@scarsdale.com.
- Step 3: Upon approval, or in the event of corrections being needed, the applicant will be notified of such status by email.
- Important: Communication of an approval *does not* constitute issuance of a permit – no permits will be issued and no authority to proceed with any project element will be granted until the State of New York has authorized construction businesses to reopen. No person will be authorized to work on-site until a permit has been issued; violations involving work being started without a permit having been issued will be subject to applicable penalties.

[Plumbing Permit Application](#)

- Step 1: Review General Instructions for All Types of Permit Applications.
- Step 2: Submit a completed [Plumbing Permit Application](#).

Mandatory Elements of a Complete Application:

- Provide all requested contractor information, including a copy of the 2020 Westchester County Plumbing License and necessary certificate of insurance.
- Applicable fees must be submitted by check with your application. The fee schedule is provided with the [Plumbing Permit Application](#). Questions concerning fees should be resolved prior to submitting, and assistance is available by calling 914-722-1140 or emailing building@scarsdale.com.

Step 3: Upon approval, or in the event of corrections being needed, the applicant will be notified of such status by email.

Important: Communication of an approval *does not* constitute issuance of a permit – no permits will be issued and no authority to proceed with any project element will be granted until the State of New York has authorized construction businesses to reopen. No person will be authorized to work on-site until a permit has been issued; violations involving work being started without a permit having been issued will be subject to applicable penalties.

[Electrical Permit Application](#)

Step 1: Review General Instructions for All Types of Permit Applications.

Step 2: Submit a completed third party [Electrical Permit Application](#).

Mandatory Elements of a Complete Application:

- Provide all requested electrical contractor information, including a copy of the 2020 Westchester County Electrical License and necessary certificate of insurance.
- A \$100 check for the applicable fee must be submitted with your application. Any question concerning fees should be resolved prior to submitting, and assistance is available by calling 914-722-1140 or emailing building@scarsdale.com.

Step 3: Upon approval, or in the event of corrections being needed, the applicant will be notified of such status by email.

Important: Communication of an approval *does not* constitute issuance of a permit – no permits will be issued and no authority to proceed with any project element will be granted until the State of New York has authorized construction businesses to reopen. No person will be authorized to work on-site until a

permit has been issued; violations involving work being started without a permit having been issued will be subject to applicable penalties.

[Solar Panel Application and Checklist](#)

Step 1: Review General Instructions for All Types of Permit Applications.

Step 2: Submit a completed [Solar Panel Application and Checklist](#) and two (2) hard copy sets of detailed plans stamped by a design professional. The minimum submission size is 11"x17" and all documents are to be single-sided.

Mandatory Elements of a Complete Application:

- If the proposed project has been reviewed by one of our Land Use Boards, a copy of the Land Use Board resolution must be attached to the application.
- Provide two copies of a recent survey, inclusive of all necessary features.
- Provide all requested contractor information and a copy of the necessary certificate(s) of insurance.
- Applicable fees must be submitted by check with your application. The fee schedule is provided with the [Solar Panel Application and Checklist](#). Questions concerning fees should be resolved prior to submitting, and assistance is available by calling 914-722-1140 or emailing building@scarsdale.com.

Step 3: Upon approval, or in the event of corrections being needed, the applicant will be notified of such status by email.

Important: Communication of an approval *does not* constitute issuance of a permit – no permits will be issued and no authority to proceed with any project element will be granted until the State of New York has authorized construction businesses to reopen. No person will be authorized to work on-site until a permit has been issued; violations involving work being started without a permit having been issued will be subject to applicable penalties.

[Permit for Oil, Gas Burner or Oil Tank Installation/Removal Application](#)

Step 1: Review General Instructions for All Types of Permit Applications.

Step 2: Submit a [Permit for Oil, Gas Burner or Oil Tank Installation/Removal](#).

Mandatory Elements of a Complete Application:

- Provide all requested contractor information, including the necessary certificate of insurance.
- A \$100 check for the applicable fee must be submitted with your application. Any question concerning fees should be resolved prior to submitting, and assistance is available by calling 914-722-1140 or emailing building@scarsdale.com.

Step 3: Upon approval, or in the event of corrections being needed, the applicant will be notified of such status by email.

Important: Communication of an approval *does not* constitute issuance of a permit – no permits will be issued and no authority to proceed with any project element will be granted until the State of New York has authorized construction businesses to reopen. No person will be authorized to work on-site until a permit has been issued; violations involving work being started without a permit having been issued will be subject to applicable penalties.

Land Use Board Applications

See the [Planning Department](#) webpage for information pertaining to Planning Board and Zoning Board of Appeals modified application and review procedures.

[Board of Architectural Review Application](#)

Step 1: Review General Instructions for All Types of Permit Applications.

Step 2: Submit a completed [Board of Architectural Review Application](#) and two (2) hard copy sets of detailed plans stamped by a design professional, depicting both existing and proposed conditions. The minimum submission size is 11"x17" and all documents are to be single-sided.

Mandatory Elements of a Complete Application:

- If there are any easements, license agreements, or other covenants associated with the property, a copy of any such document must accompany the application.
- If the proposed project has been reviewed by another of our Land Use Boards, a copy of the Land Use Board resolution must be attached to the application.
- Provide two copies of streetscape and existing dwelling photos.
- Provide color and materials list.

- Provide two copies of a recent survey, inclusive of all necessary features.
- Provide all requested contractor information and a copy of the necessary certificate(s) of insurance.
- Applicable fees must be submitted by check with your application. The fee schedule is provided with the [Board of Architectural Review Application](#). Questions concerning fees should be resolved prior to submitting, and assistance is available by calling 914-722-1140 or emailing building@scarsdale.com.

Step 3: Simply dropping off an application does not ensure the application has been accepted, approved or placed on the Board's Agenda. Rather, the Building Department will review the application, determine whether it is sufficient to place on a future Board of Architectural Review agenda, and provide email notification to the Applicant accordingly, including instructions relevant to participating in meetings conducted remotely using Zoom.

[Committee for Historic Preservation Demolition Application](#)

Step 1: Review General Instructions for All Types of Permit Applications.

Step 2: Submit a completed [Committee for Historic Preservation Demolition Application](#) and two (2) hard copy sets of detailed plans stamped by a design professional, depicting both existing and proposed conditions. The minimum submission size is 11"x17" and all documents are to be single-sided.

Mandatory Elements of a Complete Application:

- If there are any easements, license agreements, or other covenants associated with the property, a copy of any such document must accompany the application.
- If the proposed project has been reviewed by another of our Land Use Boards, a copy of the Land Use Board resolution must be attached to the application.
- Provide two copies of streetscape and existing dwelling photos.
- Provide all requested contractor information and a copy of the necessary certificate(s) of insurance.
- Applicable fees must be submitted by check with your application. The fee schedule is provided with the [Committee for Historic Preservation Demolition Application](#). Questions concerning fees should be resolved

prior to submitting, and assistance is available by calling 914-722-1140 or emailing building@scarsdale.com.

Step 3: Simply dropping off an application does not ensure the application has been accepted, approved or placed on the Board's Agenda. Rather, the Building Department will review the application, determine whether it is sufficient to place on a future Committee for Historic Preservation agenda, and provide email notification to the Applicant accordingly, including instructions relevant to participating in meetings conducted remotely using Zoom.