

VILLAGE OF PELHAM BUILDING

DEPARTMENT

Building Permit Application

Checklist

- Properly completed building permit application form signed by the applicant of record. Please attach this checklist.
- Three sets of drawn plans stamped by NYS Licensed Architect or Professional Engineer, PE
- All contractor's Certificates of Liability naming the Village of Pelham as Certificate holder and additional insured. Certificates of worker compensation insurance.
- Copy of Westchester County Home Improvement Contractor certificate issued by Westchester County.
- Copy of property survey for all projects for additions decks and other structures being added to the property.
- Completed Environmental Assessment Form.
- Check made payable to the Village of Pelham for the Building Permit Fee. (to be determined based upon estimated value of construction)

Address of project \_\_\_\_\_

Owner of property \_\_\_\_\_ phone # \_\_\_\_\_

Print Name of Applicant \_\_\_\_\_ title \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ date \_\_\_\_\_