



Village of Pelham

Building Department

195 Sparks Avenue, Pelham, NY 10803

Telephone (914) 738-2258 • Fax (914) 738-7381 • www.pelhamgov.com

BUILDING PERMIT APPLICATION CHECKLIST

- Properly completed Building Permit application form signed by the applicant of record. Please attach this checklist.
- Three (3) sets of construction plans and specifications, drawn to scale, signed and sealed by a New York State registered architect or professional engineer as required by New York State Law. ***The Building Department now requires all plans larger than 11" x 17" to be submitted via disc or USB flash drive. The electronic format should be in a TIFF or PDF format. The electronic plan submission does not replace the required three (3) copies of paper plans it is in addition to the three (3) sets.***
- Copy of proposal describing all work including Plumbing & Electrical cost.
- Copy of contractor's Westchester County Home Improvement Contractor license.
- Copy of contractor's Certificate of Liability Insurance naming the *Village of Pelham* as the certificate holder and additionally insured.
- Copy of contractor's Worker Compensation Insurance. Must be submitted on the New York State Form (C105.2). The Accord form is not acceptable.
- Copy of property survey for all projects for additions, decks and other structures being added to the property.
- Copy of the DEC Short form EAS for all non-interior structural work such as additions and decks.
- Appropriate fee – cash, check or money order made payable to the *Village of Pelham*. See fee schedule.

Incomplete documentation will result in the denial of a permit