



TOWN OF NORTH CASTLE
Building Department
17 Bedford Road
Armonk, New York 10504-1898
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A Customers Guide to the Building Permit Process

The Building Department designed this guide to the permit process with the newcomer in mind. It details the steps involved in obtaining a building permit – from preliminary review through final approval. This information will help people who have had little or no experience with the building permit process. Experienced building professionals will also find information concerning the required amount of processing time useful for their scheduling.

Building Permits: When are they required?

Generally, you need to obtain a building permit from the Town whenever you construct, enlarge, alter, repair, move, remove, improve, convert, or demolish a building or other structure. A building could be anything from a tool shed to a house. In addition, if a code violation is issued, it will generally require the property owner to obtain a building permit to correct the violations. If you have a question about permit requirements for your project, call the North Castle Building Department at 914-273-300 ext. 44 or email us at building@northcastleny.com.

Preliminary Review:

Before you apply for a building permit, we encourage you to call or set up an appointment before you submit your building permit application. We will answer your questions and let you know if your proposed project is within the Town's development guidelines. You may be referred to other staff members to determine if your project will require any Planning and/ or RPRC approvals before you can apply for a building permit. Approval may require action by the Architectural Review Board, Conservation Board Residential Project Review Committee (RPRC), Zoning Board of Appeals or the Planning Board. Our office is located at 17 Bedford Road (Annex Building in the rear) Armonk, NY 10504.

If your project will require approval through a planning process or the RPRC, you must file a separate application and pay required fees to the Planning Department. Those fees are separate from the building permit fees. Planning approvals must be granted before you are allowed to apply for a building permit.

The Planning Department may also forward your application to other Boards and Committees. Staff may suggest ideas to make the building permit process easier for you. Asking us questions at the outset may save you processing time. We're glad to take the time to help you – it's part of why we are here.

Do You Need to Hire a Professional? Ask us.

The Building Department is committed to explaining the process as clearly and concisely as possible. However, the permit process can be complex, even for those experienced with it. Depending on the size and type of your project, you may need the services of a licensed professional. In fact, State law may require that a portion or your entire project be prepared by a licensed architect or engineer. Our best advice is to check with the staff in the Building Department to determine if the services of a licensed professional will be needed.

Applying for a Permit:

You may apply for a building permit when the plans for your proposed project are complete and Planning or RPRC approvals, if required, are granted. To apply you must turn in an application packet at the Building Department, consisting of:

- Completed, notarized application, checklist and related forms.
- Appropriate fees.
- Contractor's license and proof of Insurances (Liability, Disability and Workers Comp. All on separate state approved forms).
- Two sets of required plans showing that the proposed work will comply with the NYS 2020 Uniform Code and NYS 2020 Energy Code.
- Supporting documentation (specification sheets, Building Code review forms, and etc.)

All applications are available at the Building Department counter, as well as on-line in the Building Applications and Information link at www.northcastleny.com/building-engineering. The information included on the plans will vary, depending on the specifics of your project.

Please note that the Town requires that All electricians and plumbers doing work in North Castle must be licensed by Westchester County. In addition, Westchester County Law requires that Home Improvement Contractors be licensed by the Westchester County Department of Consumer Affairs.

The Review Process: What happens next?

After your application is submitted, we will review your plans. The Building Department will determine if the plans are in compliance with NYS Building code including building, plumbing, mechanical, electrical, energy conservation and disabled access compliance.

Obtaining a Permit: How long will it take?

The Building Department reviews applications on a first-come, first-served basis. However, we are committed to processing your plans as quickly and efficiently as possible. The Town's goal is to complete the initial plan review within 2-4 weeks. All re-reviews typically take up to 2-3 weeks. Please be advised, depending on the number of permits received at a given time, may cause this estimated time frame may be extended at any point in time.

Corrections, Clarifications, and Changes:

The Building or Engineer Department will notify you by email when the initial plan review for your project is completed. If the plans cannot be approved as submitted, we will provide you via email with lists of necessary corrections.

Minor corrections can be made on the original plans submitted. However, if major changes are necessary, or if there are numerous corrections, you will be required to correct the base drawings and resubmit (2) two copies of the revised plans. Submitting thorough and complete plans initially will help avoid numerous revisions.

When revised plans are submitted, they will be distributed to the departments that generated the initial corrections for subsequent review. Plans submitted for recheck will generally require less processing time than required for the initial check. The Town's goal is to process rechecks within two weeks depending on the amount of permits received at that time.

Issuing the Permit:

After the Building Department determines that the plans satisfy all code requirements, you will be notified of the approval and asked to pay all remaining fees if not paid already. Upon payment, we will issue a building permit. You can now begin construction.

Inspections:

We will inspect your project as work progresses. All required inspections will be listed on your Building Permit card, and you must have the approved plans available during all inspections. The Building Department staff will conduct an inspection on any weekday you request, provided you call 914-273-3000 ext. 44. THE DAY BEFORE you wish the inspection to take place.

Completing Your Project:

Although it is essential that you complete the inspection process, you do not have to finish your project during any fixed time period. When work is completed, you must obtain a final inspection from all departments that were associated with your permit, prior to the issuance of a Certificate of Occupancy or Compliance. (Engineering, Highway and Water and Sewer if applicable).

Why is the permit process so complex?

The process of issuing a building permit may seem complex because it is. It involves many Town departments and outside agencies, and it may include a separate Planning process. The Town is required by law to enforce numerous Federal, State and local construction and development regulations to insure that your project is safe and is an asset to the community. We have provided a typical flow chart for the RPRC (Residential Project Review Committee) which is intended to help you better understand this complex process.

Town phone numbers to keep handy: Building Department 914-273-3000 ext. 44

Planning Division 914-273-300 ext. 43

Highway Department 914-273-3000 ext. 45

Water & Sewer 914-273-3000 ext. 55

Engineering Kellard Sessions 914-273-2323