

## **STREET OPENING PERMIT REQUIREMENTS**

1. Certificate of Insurance for Contractor and MUST include the following:
  - A. Certificate MUST list the Town of North Castle as “CERTIFICATE HOLDER”.  
Should read: Town of North Castle, 21 Bedford Rd., Armonk, NY 10504  
Must have General Liability (\$1,000,000 each occurrence  
General Aggregate Limits (\$2,000,000 minimum)  
Must have Workers Compensation Coverage  
Certificate must be signed by the authorized insurance agent
2. One drawing of work to be performed must be submitted at the time permit is being applied for. Drawing must include property description: Section, Block Lot (info may be obtained from the Town Assessor’s Office). Drawing must also include length, width & depth dimensions of work being performed.
3. One check in the amount of \$200.00 made payable to the Town of North Castle to cover the permit fee.
4. A second check, also payable to the Town of North Castle, in an amount designated by the Town Highway Superintendent (\$6 per square foot based on length, width & depth of excavation-\$1,200 minimum for 200 sq. ft.) to be maintained by the Town as a deposit toward the completion and proper restoration of the work performed. **PERMITS FEES ARE DOUBLED SHOULD YOU START WORK BEFORE A PERMIT IS ISSUED.**
5. Bond shall be kept for six months after restoration to ensure no settling of road has occurred.
6. Copy of Westchester County License
6. Street Opening Application is to be filled out with all pertinent information

North Castle Highway can be reached at 914-273-3000 – Ext. 45