## **PROCEDURE FOR FILING AN APPLICATION FOR A ROOFING & SIDING PERMIT**

A Building Permit is required for the construction, repair, renovation, alteration, improvement or change of use of any structure and for the construction and/or installation of roofing, siding, fences, walls, pools, tool sheds, decks, signs, etc.

## This application is only to be used for the installation of new roofing and/or siding materials on an existing building. It is not to be used for any structural work such as installing skylights, installing new windows and doors, or any other work that affects the appearance and/or structural safety of the building.

Some applications must be approved by the Board of Architectural Review prior to the issuance of a Building Permit. Said Board of Architectural Review meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 8:00 P.M. with the exception of July and August when they may only meet once during each of those months.

All applications must be reviewed by the Building Inspector for compliance with the applicable Building Codes and Zoning Ordinances prior to placement on the B.A.R. agenda. You will be notified by the Building Inspector <u>if</u> you must attend the B.A.R. meeting.

The application shall be filled out completely and legibly and shall include the following information:

- 1. A detailed description of the work to be performed including information on whether the existing materials will be removed prior to the placement of the new materials.
- 2. A copy of the signed contract.
- 3. Sample literature from the manufacturer showing the type and color of the materials to be used.
- 4. The complete address and telephone number of the applicant, property owner, architect, and contractor. Note: If the applicant is not the owner, a letter of permission from the property owner is required.
- 5. Application must be accompanied by the required one-hundred twenty-five dollar (\$125.00) fee.
- 6. Certificates of insurance for Worker's Compensation, General Liability, and Disability Insurance showing the Village of Ardsley as Certificate Holder.
- 7. A copy of the contractor's Westchester County Home Improvement License.

A. Failure to comply with the above may result in unnecessary delay in the consideration of your application by the Building Inspector and/or Board of Architectural Review.

B. The Building Department will not accept any application that does not include all of the foregoing.

C. The owner, or applicant, or a representative is <u>required to</u> attend the Board of Architectural Review meeting.

D. Upon denial or amendment by the Building Inspector or Board of Architectural Review, the applicant may appeal in person at the next regular scheduled meeting of the Zoning Board of Appeals.

## IF YOU WILL BE USING VEHICLES IN EXCESS OF 10 TONS MORE THAN ONCE IN A SINGLE WEEK, YOU MUST FILE A BOND AS PER ARDSLEY VILLAGE CODE, SECTION 190-14.

## VILLAGE OF ARDSLEY **BUILDING DEPARTMENT 507 ASHFORD AVENUE ARDSLEY, NEW YORK 10502** Phone: 914-693-6961 Fax: 914-693-3706

APPLICATION #:	APPLICATION DATE: APPLICATION FEE: PERMIT FEE:	
PERMIT #:		
ISSUE DATE:		
I/We do hereby make application for a permit to: ( ) Install a new roof ( ) Install new siding	() Other	
Description of work:		

Cost of Work: \_\_\_\_\_\_(Note: The cost of work shall include all labor, materials, scaffolding, fixed equipment, professional fees and materials and labor which may be donated gratis)

In accordance with the following statements, the specifications and plans herewith submitted and made part of this application, I (or We) do hereby certify that the construction, alteration or demolition will comply with all provisions of the New York State Uniform Fire prevention and Building Code, the Building Code and Zoning Code of the Village of Ardsley, the regulations of the Health Departments of Westchester County and the State of New York, and other applicable laws, whether specified herein or not. This application will be abandoned in 6 months after the application date, unless before that date, a permit shall have been issued.

Signature of Property Owner	Signature of H	Signature of Person making Application				
Street Address of Proposed Work						
Parcel ID #: SectionSub Sec	BlockLot	Zoning District				
Property Owner (print name)		Phone #				
Address of owner:	City:	State:Zip:				
Property Lessee (print name)		Phone #				
Address of lessee:	City:	State:Zip:				
Applicant (print name)		Phone #				
Address of applicant	City:	State:Zip:				

Use of Building				
Type of Roof Framing				
Construction classification: Combustible 2A or 2B, Type 3 Ordinary, 3A or 3B, Type		(Type 1 Non-combustible 1A or 1B, Type 2 Non- Гуре 4 Heavy Timber, Type 5 Wood Frame 5A or 5b)		
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Who will supervise the work:		(contractor, builder, architect, etc.)		
Architect (print name)		Phone #		
Address of architect:			License #	
City:		State:	Zip:	
Engineer (print name)			_ Phone #	
Address of engineer:			License #	
City:		State:	Zip:	
Contractor (print name)			_ Phone #	
Contractor Address:				
City:		State:	Zip:	
Westchester County Home Improv	ement License #		Expiration date	
TYPE OF INSURANCE	POLICY #	<b>EXPIRATION</b>	<b>INSURANCE COMPANY</b>	
Workmen's Compensation				
Disability Benefits Insurance				
General Liability				
NOTE: Applicant must furnish <u>(</u> permit.	Certificates of Insu	<u>rance</u> evidencing the al	bove coverage prior to issuance o	

I WILL BE USING VEHICLES IN EXCESS OF 10 TONS. YES\_\_\_\_\_ NO\_\_\_\_\_