

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 1st and 3rd 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 if 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 **required to** 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.

Use of Building _____ Type of frame _____

Type of Roof Framing _____ Number of Families _____

Construction classification: _____ (Type 1 Non-combustible 1A or 1B, Type 2 Non-Combustible 2A or 2B, Type 3 Ordinary, 3A or 3B, Type 4 Heavy Timber, Type 5 Wood Frame 5A or 5b)

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 Improvement License # _____ Expiration date _____

<u>TYPE OF INSURANCE</u>	<u>POLICY #</u>	<u>EXPIRATION</u>	<u>INSURANCE COMPANY</u>
Workmen's Compensation	_____	_____	_____
Disability Benefits Insurance	_____	_____	_____
General Liability	_____	_____	_____

NOTE: Applicant must furnish Certificates of Insurance evidencing the above coverage prior to issuance of permit.

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