

TOWN OF YORKTOWN
BUILDING DEPARTMENT

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INSTRUCTIONS FOR OBTAINING A BUILDING PERMIT
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Section 300-195 of the Zoning Ordinance of the Town of Yorktown requires that a building permit must be issued by the Building Inspector before any building or structure is erected, enlarged, altered or moved. In order to ensure compliance with the Town of Yorktown Zoning Ordinance and the New York State Uniform Fire Prevention and Building Code, the following items need to be submitted for review prior to permit issuance:

1. **APPLICATION** (From the Building Department) All applicable questions on application must be answered.
2. **SURVEY** An up to date survey plot plan showing all yard dimensions, existing structures and proposed construction.
3. **PLANS** Two sets of plans, with a signed seal, dated and prepared by an Architect or a Professional Engineer licensed in the State of New York for any structure exceeding a construction cost of \$20,000 or as required by Section 7307 of the State Education Law.
4. **HEALTH OR SEWAGE PERMIT** A construction permit from the Westchester County Department of Health for a separate sewage system or the Town of Yorktown Engineering Department where the Town Sewer System is used.
5. **DRIVEWAY AND ROAD PERMIT** Driveway permit from the State, County or Town, (whichever applies) for new construction or wherever a cut at the street curb is changed.
6. **WATER PERMIT**
 - A) Town of Yorktown Water Permit where connection to the municipal water system is required.
 - B) Westchester County Department of Health approval where the water supply comes from an on site well.
7. **SITE INSPECTION** Before excavation with lot and structure staked out as required by the Building Department.

In addition to the above, requirements for other items such as variances, wetlands permits, SEQRA reviews and reviews from the Advisory Board on Architecture and Community Appearance (ABACA) are determined on a case by case basis. Further information can be obtained at the Building Department offices.

PLEASE NOTE: All Electricians and Plumbers must be licensed by Westchester County.

Westchester County Law requires that home improvement contractors be licensed by the Westchester County Department of Consumer Affairs.

AGENCY ADDRESSES

DRIVEWAY AND ROAD PERMITS

STATE ROADS:

New York State Department of Transportation
P.O. Box 76
Ludingtonville Road
Holmes, New York 12531

Richard A. Burns
Permit Engineer
Phone Number: (914) 878-6363
Fax Number: (914) 878-3618

COUNTY ROADS:

Westchester County Department of Public Works
148 Martine Avenue
Room 511
White Plains, New York 10601

Michael Dispenza
Phone Number: (914) 285-2594
Fax Number: (914) 285-2564

TOWN ROADS:

Town of Yorktown Highway Department
281 Underhill Avenue
Yorktown Heights, New York 10598

Eric DiBartolo, Highway Superintendent
Phone Number: (914) 962-5781

Fax Number: (914) 243-4285

HEALTH OR SEWAGE PERMITS

BOARD OF HEALTH APPROVAL:

Westchester County Department of Health
110 South Bedford Road
Second Floor
Mt. Kisco, New York 10549

Edward Delaney, Area Supervisor
Phone Number: (914) 242-6477
Fax Number: (914) 242-6790

SEWER PERMIT:

Town of Yorktown Engineering Department
363 Underhill Avenue
P.O. Box 703
Yorktown Heights, New York 10598

Daniel Ciarcia, P.E.
Phone Number: (914) 962-5722 ext. 219
Fax Number: (914) 962-1731

LICENSING:

Westchester County Department of Consumer Affairs
Licensing Division
112 East Post Road, 4th Floor
White Plains, New York 10601
Phone Number: (914) 285-2211
Fax Number: (914) 285-3115