



TOWN OF NORTH SALEM BUILDING DEPARTMENT CHECKLIST

☐ **NEW BUILDING**

- 1) 3 SETS OF PLANS (must include site plan with septic location and zoning chart)
- 2) 2 SETS OF SPECIFICATIONS (electrical, plumbing, energy compliance)
- 3) 2 TOPOGRAPHICAL SURVEYS
- 4) 1 SURVEY BY LICENSED SURVEYOR
- 5) COPY OF WESTCHESTER COUNTY HEALTH DEPT. APPROVAL
- 6) HIGHWAY ACCESS PERMIT
☐ TOWN ☐ COUNTY ☐ STATE
- 7) FEES: BUILDING DEPT. FEE (PERMIT + CO/CC FEE)
ENGINEERING ESCROW FEE (when required)
- 8) INSURANCE CERTIFICATE –Proof of Worker's Compensation Insurance
and Westchester County Home Improvement License

☐ **ALTERATION / ADDITION** #1,2,4,5 (if additional bedroom, reconfiguration of
bedrooms or 1,000 sq. ft. addition is included), 7,8

☐ **MISCELLANEOUS (SHED, FENCING, TEMPORARY TENTS, ETC)** #1,,4,7,8

☐ **POOLS** #1,2,4,5 (Must include site plan with septic area), 7, 8

☐ **DEMOLITION** (see application)

ADDITIONAL DATA THAT MAY BE REQUIRED (depending on individual site)

- ☐ SITE PLAN WITH EXISTING AND PROPOSED GRADES AND WETLANDS
- ☐ TREE REMOVAL PERMIT
- ☐ WETLANDS PERMIT
- ☐ BLASTING PERMIT
- ☐ FILL/GRAVEL PERMIT/
- ☐ STORMWATER (SWPPP)
- ☐ ENGINEERING

REQUIRED BEFORE ISSUANCE OF CERTIFICATE OF OCCUPANCY

- ☐ CERTIFICATE OF COMPLIANCE
- ☐ COST AFFIDAVIT (payment of additional fee if required)
- ☐ FINAL AS-BUILT SURVEY
- ☐ WESTCHESTER COUNTY DEPT. OF HEALTH CONSTRUCTION COMPLIANCE
- ☐ HIGHWAY ACCESS FINAL APPROVAL
- ☐ ELECTRICAL CERTIFICATE
- ☐ ENGINEERING ACCEPTANCE OF AS BUILT PLANS WHEN REQUIRED
- ☐ FINAL INSPECTION (Will not be scheduled until all of the above is received)

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO FILE FOR AND OBTAIN A
CERTIFICATE OF OCCUPANCY OR COMPLETION
USE OR OCCUPANCY WITHOUT A CERTIFICATE OF OCCUPANCY IS CONSIDERED A
VIOLATION**