



## CITY OF WHITE PLAINS

### DEPARTMENT OF BUILDING

7-11 South Broadway - Suite 100, White Plains, New York 10601

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<http://www.ci.white-plains.ny.us/building/building.htm>

Print Form

### **BUILDING LONG FORM REQUIREMENTS: ( VOLUME ADDED )**

1. Six (6) topographic-survey-plot-plans and three (3) assembled sets of complete architectural, structural and mechanical plans.
  - A. Topographic-survey-plot plans must show:
    - Topography with appropriate contour intervals extended 10' into adjoining property. Location of buildings, driveways and any retaining walls, with all dimensions and setbacks. Indicate all trees on private and city property.
    - Name of street, with elevations at center line of street.
    - Reference grade to curb along center line of building and elevation of lowest finished floor and roof, if flat roof.
    - Location of utilities in street and connections to buildings. Indicate invert and rim elevations at manholes closest to property side lines.
    - Drainage system with detail of catch basin, and/or dry wells, and yard drainage, showing finished grade elevations and detailed storm runoff pattern (using drainage arrows).
    - Driveway profile from center line of street to garage floor or parking space. Indicate slopes by percent (%) of grade. The driveway profile must indicate the following-" 1\4 inch to 1 foot pitch from property line to TOP of street curb". Elevations at center line of street, TOP of curb, and at property line must also be indicated on profile. Where there is no curb, the elevation at center line of street is assumed as curb elevation and should be so indicated.
  - B. Plans must include dimensioned floor plan, cross sections, details and elevations with existing and proposed grades to property line.
  - C. Plans to include certification by a New York State Licensed Professional in accordance with the New York State Energy Conservation Construction.
  - D. "Tree Protection Preservation and Reforestation Plan" : Submit said plan showing existing trees and protection thereof per the Tree Preservation Protection Standards (see separate standards for design details).
2. Two (2) completed Building Long Form (Volume Added) with appropriate fee.
  - A. Affidavit of Cost Form must be filed for any job over \$20,000 after completion.
3. For all construction costing \$20,000 or any structural changes, submit one completed form entitled, "Designers Affidavit for Approval of Plans and Specifications". Submit form entitled, "Owner's Affidavit for Provision of Construction Field Inspection by a Licensed New York State Design Professional" in addition, owner's affidavit for "Controlled Procedures by Design Professional" is required. Plans must be signed and sealed by a New York State Licensed Professional Engineer or Registered Architect.

**BUILDING LONG FORM REQUIREMENTS ( VOLUME ADDED ): (continued)**

4. Provide certificates of insurance made out to The City of White Plains as Holder.
  - A. General Liability showing The City of White Plains as additionally insured for \$1,000,000 coverage/occurrence. Exception: Homeowners shall provide General Liability showing City of White Plains as additionally insured for \$500,000 coverage/occurrence or provide \$1,000,000 Umbrella policy.
  - B. Automobile Liability for \$1,000,000 coverage CSL.
  - C. Statutory Worker's Compensation. Exception: 1. Contractors (no employees) - Submit stamped NYS Worker's Compensation Board Form #WC/DB-100 (09-07). 2. Homeowners (no employees) - Submit completed NYS Worker's Compensation Board Form #BP-(9-07).
  - D. Statutory N.Y. State Disability. Exception: 1. Contractors (no employees) - Submit stamped NYS Worker's Compensation Board Form #WC/DB-100 (09-07). 2. Homeowners (no employees) - Same requirements as C 2. above.
5. Written approval from the Westchester County Department of Public Works, if any of the property bounds on a County Road, or if there is any access to County Road.
6. Applicants for one and two family dwellings shall submit one completed "Look Alike Affidavit".
7. Separate applications and permits are required for the following: Electrical, Plumbing, HVAC, Mechanical equipment, (elevators, conveyors, battery rooms, generators etc.), Hoistings, Fire Suppression systems, Fire Alarm systems, Signs and Awnings.
8. File in person at Building Department. Plan/Review consultations and new Applications are processed between the hours of 9am to 1pm.
9. Incomplete applications will not be processed and will be considered abandoned after six months.
10. Provide all fees in form of Check or Money Order.
11. Provide all applicable Building Zoning Ordinance Criteria in Tabular form on drawings. Refer to Building Department Zoning Compliance Form for guidelines and format.
12. New York State Department of Environmental Control requirements for new one and two family projects:
  - A. Provide a completed "Short Environmental Assessment Form" (NYSDEP form) with application.
  - B. Provide an Erosion & Sediment Control Plan per standards outlined in Appendix E of the NYSDEP standards.

**CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

Ground Snow Load (psf)	Wind Speed (mph)	Seismic Design Category	Subject to Damage From				Winter Design Temperature	Ice Shield Underlayment	Flood Hazard
			Weathering	Frost Line Depth	Termite	Decay			
45	105	C	Severe	3' - 6'	Moderate to Heavy	Slight to Moderate	7	Yes	F.I.R.M. (Dec'99)

Heating Degree Days
5750 Degree Days (12B)

**WHITE PLAINS BUILDING DEPT FEES** EFFECTIVE 012/18/06

**RESIDENTIAL: ( One and two family dwellings)**

1. NEW BUILDINGS & ADDITIONS -VOLUME ADDED ( cubic feet).

FEES:

1,000 to 5,000 = \$110.00

Over 5,000 = \$110.00 + \$10.00 for each additional 1000 cubic feet (or part thereof)

Note: Minimum fee of \$750.00 will apply for all new buildings.

2. ALTERATIONS, DEMOLITIONS, MECHANICAL INSTALLATIONS, HEATING, A/C, etc. - TOTAL ESTIMATED COST ( dollars) - NO VOLUME ADDED.

FEES:

First \$1,000 = \$100.00

Each additional \$1,000 = \$100.00 + \$10.00 for each (or part there of) \$1,000 additional cost.

3. PLUMBING SYSTEMS - TOTAL ESTIMATED COST (dollars).

FEES:

First \$1,000 = \$30.00

Each additional \$1,000 = \$30.00 + \$30.00 for each (or part there of) \$1,000 additional cost.

4. ELECTRICAL PERMITS - TOTAL ESTIMATED COST (dollars).

FEES:

First \$1,000 = \$85.00

Each additional \$1,000 = \$85.00 + \$10.00 for each (or part there of) \$1,000 additional cost.

5. PLAN AMENDMENT \$50.00 each amended plan.

6. TEMPORARY CERTIFICATE OF OCCUPANCY \$75 per inspection.

7. CERTIFICATE OF OCCUPANCY IS \$75.00 per inspection.

8. SUBSTITUTE/ UPDATED CERTIFICATE OF OCCUPANCY :\$50.00 per inspection.

**MISCELLANEOUS FEES:**

1. TEMPORARY STRUCTURES - tents, reviewing stands, etc. \$50.00 each.

2. EXCAVATION, GRADING OR FILLING ( not related to construction) \$100.00.

3. SIGNS - \$50.00 per sign plus \$2.00 per sq. ft. of sign display surface.

4. AWNING / CANOPY - \$25.00 each.

5. BUNTING - \$50.00 each.

6. HOISTING PERMIT - \$100.00 each.

7. LEGALIZATION FEE - \$500 per trade/permit.

**WHITE PLAINS BUILDING DEPT FEES** EFFECTIVE 12/18/06

**MULTI-FAMILY DWELLINGS & COMMERCIAL CONSTRUCTION:**

1. NEW BUILDINGS, ADDITIONS, ALTERATIONS, DEMOLITIONS, MECHANICAL INSTALLATIONS, HEATING, VENTILATING, A/C, SCAFFOLDING, PAVING and FIRE SUPPRESSION SYSTEMS, ELECTRICAL INSTALLATIONS, etc. - TOTAL ESTIMATED COST (dollars).  
FEES:  
First \$1,000 = \$100.00  
Each additional \$1,000 = \$100.00 + \$15.00 for each (or part there of) \$1,000 additional cost.
2. PLUMBING SYSTEMS - TOTAL ESTIMATED COST (dollars).  
FEES:  
First \$1,000 = \$50.00  
Each additional \$1,000 = \$50.00 + \$30.00 for each (or part there of) \$1,000 additional cost.
3. PLAN AMENDMENT \$100.00 each amended plan.
4. TEMPORARY CERTIFICATE OF OCCUPANCY \$75 per inspection.
5. CERTIFICATE OF OCCUPANCY INSPECTION:
  - CONDOMINIUM :\$75.00 per unit with a minimum of \$300.00.
  - MULTI-FAMILY DWELLINGS(RENTALS) OR HOTELS: \$25.00 per unit with a minimum of \$300.00.
6. SUBSTITUTE /UPDATED CERTIFICATE OF OCCUPANCY INSPECTION:
  - MULTI-FAMILY DWELLING: \$80.00 minimum plus \$10.00 for each dwelling unit over three, up to a maximum of \$200.00.
  - NON -RESIDENTIAL BUILDING: \$100.00 per certificate.

**MISCELLANEOUS FEES:**

1. TEMPORARY STRUCTURES - tents, reviewing stands, etc. \$50.00 each.
2. EXCAVATION, GRADING OR FILLING ( not related to construction) \$100.00.
3. SIGNS - \$50.00 per sign plus \$2.00 per sq. ft. of sign display surface.
4. AWNING / CANOPY - \$25.00 each.
5. BUNTING - \$50.00 each.
6. HOISTING PERMIT - \$100.00 each.
7. LEGALIZATION FEE - \$500 per trade/permit.
8. ZBA variance fee \$50.00.
9. Special Permit/Site Plan w/less than 25 spaces = \$100 + \$20/space.
10. Special Permit/Site Plan w/less than 25 spaces amendment = \$50.00.
11. Special Permit/Site Plan w/more than 25 spaces = \$250 + \$20/space.
12. Special Permit/Site Plan w/more than 25 spaces amendment = \$100.00.