

WHEN DO YOU NEED A PERMIT

If you are thinking of repairing, altering or doing construction on your home, you should be aware of local code requirements for building permits and for use of licensed tradesmen.

The filing of permits provides the homeowner with the protection and expertise of the Building Department and its professionals. They examine all construction drawings and do field inspections of the construction work to insure compliance with regulations and building codes.

It is the homeowner's responsibility to see that all required permits have been obtained. Be sure that all contractors, plumbers and electricians furnish you with copies of building permits. Don't ignore the codes that have been enacted for your protection. You can save yourself complications and delays in the future if you refinance or sell your property.

If you have any questions regarding permits or code requirements, please call the White Plains Building Department at (914) 422-1269.



Department of Building
7-11 South Broadway
White Plains, New York 10601



Print Form

CITY OF WHITE PLAINS

BUILDING PERMITS FEES



7-11 So Broadway, White Plains, NY 10601
Phone(914) 422-1269*Fax (914) 422-1471
Office Hours: 9:00am to 5:00pm

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

HOW DO I OBTAIN A BUILDING PERMIT?

Complete and submit an application to the Building Department. Application forms can be picked up from the Building Department or downloaded from our website.

www.ci.white-plains.ny.us/building/building.htm

RESIDENTIAL: (One and two family dwellings)
Submit three (3) sets of plans for review. Six additional topo /site plans are required for new residential buildings.

MULTI-FAMILY DWELLINGS & COMMERCIAL CONSTRUCTION :

Submit three (3) sets of plans and site plans for review. Other necessary documents that must be submitted for plan review may vary based on the complexity and size of the project.

All plans must be drawn to scale, fully dimensioned and be of sufficient clarity to be read easily. Some projects are required by state law to have plans that are certified by an Engineer or Architect registered under the laws of the state.

FILING INSTRUCTIONS

- File in person at Building Department.
- Filing hours are Monday through Friday from 9am to 1pm only.
- Provide copy of all licenses.
- Provide certificates of insurance naming City of White Plains as the holder and additionally insured for \$1,000,000.
- Estimated Cost of Work shall include all labor, materials & fixtures.
- Refer to individual instructions for each specific Permit type.
- Incomplete applications will not be processed and will be considered abandoned after six months.
- Provide all fees in form of check or Money Order

WHITE PLAINS BUILDING DEPT. PERMIT

FEES EFFECTIVE 7/01/06

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 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 :** \$20.00 per permit.
- 5. PLAN AMENDMENT:** \$50 each amended plan.
- 6. TEMPORARY CERTIFICATE OF OCCUPANCY:** \$75.00 each.
- 7. CERTIFICATE OF OCCUPANCY:** \$75.00 each.
- 8. SUBSTITUTE / UPDATED C.O:** \$75.00 each.
- 9. LEGALIZATION FEE:** \$500.00 per trade/permit.

Notes: We only accept Checks or Money Orders for all Permit Fees.

MULTI-FAMILY DWELLINGS & COMMERCIAL CONSTRUCTION:

- 1. NEW BUILDINGS, ADDITIONS, ALTERATIONS, DEMOLITIONS, MECHANICAL, INSTALLATIONS, HEATING, VENTILATING, A/C, SCAFFOLDING, PAVING and FIRE SUPPRESSION SYSTEMS, 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. ELECTRICAL PERMITS :** \$50.00 per permit.

- 4. PLAN AMENDMENT :** \$100 each amended plan.

- 5. TEMPORARY CERTIFICATE OF OCCUPANCY:** \$75.00 each.

- 6. CERTIFICATE OF OCCUPANCY:**

- Condominium: \$75 per unit w/minimum \$300.00.

- Multi-Family dwellings(rentals) or Hotels \$25 per unit w/minimum of \$300.00.

- 7. SUBSTITUTE / UPDATED CERTIFICATE OF OCCUPANCY.:**
- Multi-Family Dwellings:\$80 minimum plus \$10 for each dwelling unit over 3, up to a max of \$200.

- Non- Residential Building: \$100 per certificate.

MISCELLANEOUS FEES :

- 1. TEMPORARY STRUCTURES -**

: tents, reviewing stands, \$50.00 each.

- 2. EXCAVATION, GRADING OR FILLING (not related to construction):**

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: \$500.00 per trade/permit.