

VILLAGE OF WESLEY HILLS
432 Route 306
Wesley Hills, New York 10952
(845) 354-0400 (Fax) 845-354-4097

BUILDING PERMIT APPLICATION CHECKLIST

- 1) Application for Building Permit (two **(2)** signed copies)

- 2) Two **(2)** copies of Building Plans (stamped and sealed, if applicable)
If New House: Three **(3)** copies of Building Plans

- 3) Two **(2)** copies of Survey (stamped and sealed, if applicable)
If New House: Three **(3)** copies of Survey

- 4) One (1) copy of following information:
 - a) Copy of all contractors' licenses, proof of workers' compensation and liability insurances.

OR

- b) Notarized homeowners statement that they assume all responsibility for construction in lieu of having a licensed contractor do the construction.

- 5) Notarized statement from homeowner, acknowledging the Village's requirement that they need to obtain a Certificate of Occupancy upon completion of work (before homeowner moves into completed dwelling).

- 6) Sewer Permit receipt (if applicable).

- 7) Before proceeding with any land disturbance, please contact "**Dig Safely New York**" at 1-800-962-7962, a free service, to insure a safe dig.