

# **VILLAGE OF WESLEY HILLS**

## **REQUIREMENTS FOR BUILDING PERMITS**

1. COUNTY CONTRACTOR LICENSE # (include a copy of unexpired License Certificate)
2. PLUMBER & ELECTRICIAN LICENSE # (include a copy of unexpired License Certificate)
3. NAMES AND TELEPHONE NUMBERS OF ALL CONTRACTORS.
4. WORKERS' COMPENSATION AND LIABILITY INSURANCE CERTIFICATES.
5. FOR ANY ADDITIONS THAT INCLUDE CONSTRUCTION OF A BATHROOM BELOW GRADE, A PERMIT MUST BE OBTAINED FROM THE TOWN OF RAMAPO.
6. SEE ATTACHED FIRE INSPECTOR REQUIREMENTS.

# **VILLAGE OF WESLEY HILLS**

## **BUILDING PERMIT REQUIREMENTS**

- 1) SIGNED AND SEALED PLANS, PLOT PLAN AND COST OF CONSTRUCTION.
- 2) THE PLANS MUST INCLUDE ALL DIMENSIONS, ELEVATIONS, SECTIONS AND FLOOR PLANS.
- 3) ALL PROPOSED PLUMBING MUST HAVE A COMPLETE PLUMBING SKETCH.
- 4) ALL BUILDERS AND CONTRACTORS MUST SUPPLY A COPY OF THEIR LICENSE NUMBER AND A PHONE NUMBER WHERE THEY CAN BE REACHED. IF ANY OF THE CONTRACTORS ARE REPLACED DURING A JOB, THE VILLAGE MUST BE NOTIFIED AND A COPY OF THE LICENSE AND PHONE NUMBER OF THE NEW CONTRACTOR MUST BE SUBMITTED TO THE VILLAGE
- 5) ALL APPLICATIONS OF WORK ESTIMATED AT \$20,000.00 OR MORE REQUIRE SIGNED, SEALED, LICENSED NEW YORK STATE ARCHITECT PLANS.
- 6) ALL APPLICATIONS MUST COMPLY WITH NEW YORK STATE REQUIREMENTS SHOWING THE % OF GLAZING AREA OF ENTIRE BUILDING AND THE PLANS MUST INCLUDE THE EN 1 ENERGY ASSESSMENT FORM. ADDITONALLY, THE R-VALUE OF INSULATION THAT WILL BE USED IN EACH AREA, THE INSULATION THAT WILL BE USED FOR THE HEATING PIPES AND THE HVAC DUCTS BEFORE THE PLAN WILL BE REVIEWED.
- 7) ALL PLANS MUST SHOW MAXIMUM BUILDING COVERAGE (PER TABLE OF DIMENSIONAL REQUIREMENTS) OF EXISTING AND PROPOSED WORK. THESE FIGURES MUST COMPLY WITH THE VILLAGE OF WESLEY HILLS ZONING CODE OR THE APPLICATION WILL BE DENIED.
- 8) THE PLANS MUST SHOW THE SQUARE FOOT MEASUREMENTS OF EACH FLOOR. THIS MUST INCLUDE THE BASEMENT, GARAGE AND DECK.
- 9) ALL PLANS MUST COMPLY WITH THE NEW YORK STATE BUILDING CODE.

# **Attention!**

## **Contractors, Owners & Tenants**



### **Prevent The False Alarm!**



**Prior to starting any construction, demolition or even cosmetic work, and along with obtaining the required permits, a thorough inspection must be performed to determine if there is a fire alarm or sprinkler system in the building in which work is planned. This is a question that should also be directed to the building owner and or tenant.**

**Some things to look for:**

**Smoke/Heat Detectors, Alarm Panels, Sprinkler Heads, Fire Alarm Pull Boxes, Wall mounted Fire Alarm Horn-Strobes, Red Wiring In Walls & Ceilings.**

**Dust from sheetrock, sanding, and cleaning, steam, fumes, vibrations, accidentally touching alarm wires and coming in contact with fire alarm pull boxes are all potential ways in which fire alarm systems can be activated and result in a false alarm. This alarm activation results in the unnecessary response of the local volunteer fire department, which in turn costs the taxpayers and puts the volunteers at risk!**

**NOTIFICATION MUST BE MADE TO THE ALARM COMPANY AND/OR ROCKLAND COUNTY FIRE DISPATCH (44-CONTROL) BEFORE ANY TYPE OF WORK IS BEGUN AND HAVE THE SYSTEM TAKEN OFF LINE (disabled) UNTIL THE WORK IS COMPLETE. THE NAME AND NUMBER OF THE ALARM COMPANY CAN BE FOUND ON THE FIRE ALARM PANEL BOX AND /OR KEYPAD.**

**The telephone number for Rockland County Fire Dispatch is 845-364-8888**

**If work needs to be done over several days or weeks, systems must be reactivated at the conclusion of the workday. If an alarm system is taken out of service, it must be put back in service upon completion of the work!**

**If proper precautions are not taken and unnecessary fire alarms are transmitted, property owners, tenants, contractors and alarm companies will be subject to local and state code violations, which can result in escalating fines with each subsequent false alarm.**

**False Alarms cost lives, waste time and cost money!**

**Be responsible and do your part in helping the Volunteer Firefighters of Rockland County!**