

**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 (with updated bulk table, stamped and sealed, if applicable). Include square footage of a house addition .  
**If New House:** Three **(3)** copies of Building Plans (including square footage of each Floor, the Garage, and Basement.
  - 3) Two **(2)** copies of Survey (with updated bulk table, stamped and sealed, if applicable)  
**If New House:** Three **(3)** copies of Survey (Engineer's Checklist attached)
  - 4) One (1) copy of following information:
    - a) Copy of Rockland County contractors' and subcontractors' licenses (electrician, plumber, etc.), proof of **Liability**, NYS Workers' Compensation (**C105**), and NYS Disability (**DB120**) insurances with the certificate holder as the "Village of Wesley Hills". If **exempt** from Workers' Compensation coverage, a **CE-200** exemption form is required from the Workers' Compensation Board.
- OR
- b) Hold Harmless Affidavit that homeowner assumes all responsibility for construction in lieu of having a licensed contractor do the construction (if accepted by the Building Inspector). Attached BP1 Form.
  - 5) Notarized statement from homeowner, acknowledging the Village's requirement that they need to obtain a Certificate of Occupancy upon completion of all work (before homeowner moves into completed dwelling).
  - 6) **Prior** to Framing (New House), the Foundation Location survey **must** be approved by the Village Engineer before construction continues.
  - 7) Sewer Permit receipt (if applicable).
  - 8) Prior to the final Building inspection, the Electrical Underwriter's Certificate must be submitted (if applicable).
  - 9) 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.

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Village Building Inspector

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Homeowner or Contractor

\_\_\_\_\_  
Date