

BUILDING & PLANNING DEPARTMENT NOTICE (3/23/2020)

The Town of Eastchester Building & Planning Department (the “Department”) is open; however, its operations and staffing have been significantly limited in compliance with the requirements of the Executive Order issued by Governor Cuomo to address the COVID-19 Disaster Emergency.

All matters submitted to the Department will be prioritized and processed as quickly as possible, but significant delays in processing times should be expected until further notice.

Regarding inspections – until further notice:

- The Building Inspector will continue to conduct inspections of the exterior of structures and buildings.
- The Building Inspector will NOT be conducting interior inspections of buildings or structures. The Department will accept a certification letter from the design professional (Architect or Engineer) in lieu of an inspection.

Regarding public access to the Department and property files – until further notice:

We are not currently allowing public access to the Department or property files. However, you may drop off and pick up information in the main lobby of Town Hall:

- If you need to drop off documents: please leave documents in the DROP OFF BOX. Attach checks or cash in the exact amount along with the documents. See instructions at the DROP OFF BOX.
- If you need to pick up documents: please pick up documents in the PICK UP BOX.

Regarding forms and applications:

Forms, applications and general Department information can be found on the Department’s website: http://www.eastchester.org/departments/building_and_planning.php

Regarding additional questions:

Questions can be emailed to the Director of the Department, Margaret Uhle at Muhle@eastchester.org or you can leave a voicemail at 914-771-3319. A representative of the Department will return your call or message, but responses may be delayed; your patience is greatly appreciated.