

**SUBMISSION REQUIREMENTS FOR
BUILDING, ELECTRICAL AND PLUMBING PERMITS**

Phone: 914-771-3317 / Fax: 914-771-3322

BUILDING PERMIT

- ❑ Building permit application
- ❑ Application fee (see Fee Schedule)
- ❑ Three copies of stamped and signed architectural drawings
- ❑ Contractor information: Westchester County contractor's license (not required for commercial construction), liability insurance, workers' compensation insurance and disability insurance (3 separate insurance certificates are REQUIRED)

ELECTRICAL PERMIT

- ❑ Electrical permit application
- ❑ Electrical inspection service application
- ❑ Permit fee (see Fee Schedule)
- ❑ Contractor information: electrical license, liability insurance, workers' compensation insurance and disability insurance (3 separate insurance certificates are REQUIRED). The licensed electrician must apply and present his/her license in person.

PLUMBING PERMIT

- ❑ Plumbing permit application
- ❑ Permit fee (see Fee Schedule)
- ❑ Contractor information: plumbing license, liability insurance, workers' compensation insurance and disability insurance (3 separate insurance certificates are REQUIRED). The licensed plumber must apply and present his/her license in person.

*******INSURANCE REQUIREMENTS*******

In accordance with Workers' Compensation Law §57 and §220(8)

3 Separate Insurance Certificates are REQUIRED

1. **LIABILITY INSURANCE:** ONLY liability insurance is permitted on the ACORD form.
 2. For **WORKERS' COMPENSATION INSURANCE**, ONLY the following forms are acceptable:
 - **CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensations and/or Disability Benefits Coverage
 - **C-105.2** – Certificate of Workers' Compensation Insurance (Note: the State Insurance Fund provides its own version of the form – the **U-26.3**)
 - **SI-12** – Certificate of Workers' Compensation Self-Insurance
 - **GSI-105.2** – Certificate of Participation in Workers' Compensation Group Self-Insurance
 3. For **DISABILITY INSURANCE**, ONLY the following forms are acceptable:
 - **CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensations and/or Disability Benefits Coverage
 - **DB-120.1** – Certificate of Disability Benefits Insurance
 - **DB-155** – Certificate of Disability Benefits Self-Insurance
- ❑ For building permits ONLY, certain homeowners of 1, 2, 3, or 4 family owner-occupied residences serving as their own General Contractor may be eligible to file Form **BP-1**.
Certificate Holder must be listed as: **Town of Eastchester, 40 Mill Road, Eastchester, NY 10709**

ALL INSURANCES MUST BE HANDED IN WITH THE APPLICATION.