

## DRIVEWAY PERMIT REQUIREMENTS

1. Certificate of Insurance for Contractor and MUST include the following:

Certificate MUST list the Town of North Castle as  
“CERTIFICATE HOLDER”.

Town of North Castle  
15 Bedford Road  
Armonk, NY 10504

Must have General Liability (\$1,000,000 each occurrence  
General Aggregate Limits (\$2,000,000 minimum)  
Must have Workers Compensation Coverage  
Certificate must be signed by the authorized insurance agent

2. One check in the amount of \$1,400.00 made payable to the Town of North Castle to cover the permit fee of \$200.00 and refundable bond of \$1,200.00 which is to be retained by the highway until final inspection and job is completed satisfactorily. **PERMITS FEES ARE DOUBLED SHOULD YOU START WORK BEFORE A PERMIT IS ISSUED.**

3. Copy of Westchester County License
4. Copy of Proposal provided to homeowner

Please keep in mind, the First 5 feet of the driveway must be asphalt with a 1-inch lip to prevent road water from entering or exiting the driveway. If you are ripping up the driveway, maximum width is 18'. If overlaying, the Highway Dept. needs to measure the driveway before any work has begun.

Call the Highway for a final inspection when job is completed.

North Castle Highway can be reached at 914-273-3000 – Ext. 45.

Documents can be e-mailed to [highway@northcastleny.com](mailto:highway@northcastleny.com)

Checks are mailed to: Town of North Castle  
Highway Department  
17 Bedford Road  
Armonk, NY 10504