

# The North Castle Resident's Building Application Guide Addition/Alteration Checklist

**IF YOU ARE FILING FOR AN ADDITION/ALTERATION, YOUR APPLICATION AND DRAWINGS MUST ADDRESS AND INCLUDE THE FOLLOWING:**

- ALL CEILING HEIGHTS INCLUDING ANY DROPS IN THE CEILING MUST BE CLEARLY SHOWN
- ALL WINDOWS AND DOORS (AND THEIR SIZES) MUST BE INDICATED
- SHOW COMPLIANCE WITH EMERGENCY EGRESS REQUIREMENTS
- DEMONSTRATE COMPLIANCE WITH CURRENT SMOKE & CARBON MONOXIDE DETECTION FOR THE ENTIRE RESIDENCE
- DISPLAY ALL MECHANICAL EQUIPMENT LOCATIONS (STATE IF FRESH AIR IS REQUIRED)
- SHOW ALL FINISHES
- IF THERE IS A BATHROOM, DISPORT THE REQUIRE D VENTING
- INDICATE ALL DIMENSIONS
- DIVULGE HOW THE SPACE WILL BE CONDITIONED
- STATE COMPLIANCE WITH ALL **NYS RESIDENTIAL CODES** AND ALL OTHER APPLICABLE CODES
- SHOW A CROSS-SECTION THROUGH THE CEILING AND WALLS THAT WILL BE CONSTRUCTED
- MAKE SURE THAT ALL MATERIALS THAT COME INTO CONTACT WITH CONCRETE ARE AN APPROVED MATERIAL@
- IF THERE IS ANY STRUCTURAL WORK INVOLVED, OR THE PROJECT IS OVER **\$20,000**, THE PLANS MUST BE SIGNED AND SEALED BY A **NYS LICENSED PROFESSIONAL B** PLEASE NOTE ANY PLAN REQUIRING **ARB** NEEDS A **NYS DESIGN PROFESSIONAL-S** SIGN AND SEAL
- IF **ARB** APPROVAL IS REQUIRED, READ AND FOLLOW ALL BOARD REQUIREMENTS
- ANY PLANS SUBMITTED MUST BE WELL DRAWN AT A MINIMUM SCALE OF **1/4@** PER ONE FOOT
- IF ANY STAIRCASES ARE SHOWN ALL RAILINGS, HANDRAILS, AND RISE & RUN DIMENSIONS MUST BE CLEARLY DETAILED, AND CODE COMPLIANT
- SHOW COMPLIANCE WITH CURRENT ENERGY CODE REQUIREMENTS (SUBMIT **RES-CHECK**)
- SHOULD ANY BEDROOMS BE INCLUDED, SHOW COMPLIANCE WITH LIGHT, VENTILATION, AND EGRESS REQUIREMENS (IF YOU HAVE A SEPTIC, **WESTCHESTER COUNTY HEALTH DEPARTMENT** SIGNOFF IS MANDATORY
- WESTCHESTER COUNTY HEALTH DEPARTMENT** SIGNOFF MAY BE REQUIRED REGARDLESS OF BEDROOM DIMENSIONS, OR SIZE OF PROJECT
- IF ANY PROJECT ADDS **1500 SQ. FT.** (**FAR** AS DEFINED IN ZONING CODE), OR IF THE RESIDENCE IS DETERMINED TO BE A TEARDOWN, **PLANNING BOARD** APPROVAL IS REQUIRED
- IF THE SITE IS BEING ALTERED OF DISTURBED AT ALL, YOU MUST COMPLY WITH THE MINIMUM **TOWN ENGINEER** REQUIREMENT LIST (READ AND DEMONSTRATE ON SITE PLAN)
- THE CONTRACTOR-S **WESTCHESTER COUNTY HOME IMPROVEMENT LICENSE** MUST BE SUBMITTED

- THE CONTRACTOR-S WORKMAN-S COMPENSATION AND LIABILITY INSURANCE (CURRENT) MUST BE SUBMITTED B IN ADDITION, THE TOWN OF NORTH CASTLE MUST BE INDICATED AS THE CERTIFICATE HOLDER**
- A COST SUBMISSION LETTER MUST BE SUBMITTED B THE LETTER MUST BE ON THE CONTRACTOR-S LETTERHEAD AND SHOW THE TOTAL COST OF THE ENTIRE PROJECT (HARD COSTS) AND THE LETER MUST BE SIGNED AND NOTARIZED**
- THE BUILDING HEIGHT MUST BE DEMONSTRATED ON ALL ELEVATION DRAWINGS B SHOW THE AVERAGE CIVIL GRADE AROUND THE PERIMETER OF THE RESIDENCE ON THE FRONT ELEVATION DRAWING (SHOW AS PHANTOM LINE), IN ADDITION SHOW THE MEDIAN WEIGHTED ROOF LINE (ALSO SHOWN AS A PHANTOM LINE) B THIS MUST BE SHOWN FOR ALL PROJECTS NO MATTER IF THE JOB IS MAJOR OR MINOR**
- AT THE TIME OF SUBMISSION, THE APPLICATION MUST ACCOMPANY TWO CHECKS**
- AN 11x 17 COPY OF ARB RENDERING OR RENDERED ELEVATION MUST BE SUBMITTED**
- SUBMIT SEPARATE DETAILED FRAMING PLANS (FRAMING INFORMATION ONLY)**
- CLEARLY SHOW ALL THE POSTING ON THE FRAMING PLANS**
- INDICATE SEPARATE TERMINATION POINTS FOR LEADER DRAINS AND FOOTING DRAINS**
- SHOW COMPLIANCE WITH STAIRCASE RAILINGS INCLUDING CROSS-SECTION & DETAIL**
- IS YOUR BASEMENT FINISHED? IF YES, CHECK BUILDING DEPARTMENT RECORDS TO VERIFY IF IT IS LEGAL OR NOT (IF NOT, VIEW COPY OF BASEMENT SUBMISSION CHECKLIST)**
- PRESENT SOIL INFORMAT ION OR BREAKDOWN FOR FOOTINGS AS REQUIRE D**
- INDICATE OIL TANK LOCATION, SIZE, AND GALLONS THE TANK WILL HOLD, IF APPLICABLE**
- IF LANDSCAPE PLAN IS REQUIRED, SHOW SCHEDULE OF PLANTS AND THEIR SIZES, AS WELL AS SCHEDULE OF BUILDING MATERIALS**
- FILE FOR ELECTRICAL AND PLUMBING APPLICAT IONS, IF APPLICABLE**
- IF A FIREPLACE IS PROPOSED, PLEASE SHOW A DETAILED CROSS-SECTION AND LIST ALL REQUIRED SEPARATIONS**
- IF ANY PRESSURE TREAT ED WOOD IS BEING USED, MAKE SURE THAT ALL FASTENERS, FLASHING, OR ANYTHING THAT TOUCHES THE WOOD IS APPROVED BY THE MANUFACTURER**
- COMPLETE FAR (FLOOR AREA RATIO) WORKSHEET (AVAILABLE ON-LINE)**
- COMPLETE GLC (GROSS LAND COVERAGE) WORKSHEET (AVAILABLE ON-LINE)**
- SHOW ALL EXTERIOR SLOPES OVER 15% GRADE**