

The North Castle Resident's Building Application Guide

Basement Submission Checklist

IF YOU ARE FINISHING YOUR BASEMENT, YOUR APPLICATION AND DRAWINGS MUST ADDRESS AND INCLUDE THE FOLLOWING:

- CONTRACTOR'S WESTCHESTER COUNTY HOME IMPROVEMENT LICENSE**
- COST SUBMISSION LETTER ON CONTRACTOR'S LETTER HEAD – A NOTARIZED LETTER MUST STATE THE TOTAL COST OF ALL WORK TO BE COMPLETED**
- CONTRACTOR'S WORKMAN'S COMPENSATION & LIABILITY INSURANCE WITH THE TOWN OF NORTH CASTLE AS A CERTIFICATE HOLDER**
- FLOOR PLAN SHOWING ALL ROOMS AND USES**
- ALL CEILING HEIGHTS – INCLUDING ANY DROPS IN THE CEILING – MUST BE CLEARLY SHOWN**
- COMPLIANCE WITH CURRENT SMOKE & CARBON MONOXIDE DETECTION FOR THE ENTIRE RESIDENCE MUST BE SHOWN OR STATED**
- MUST FULFILL EMERGENCY EGRESS REQUIREMENTS**
- INDICATE IF THE PROPERTY IS LOCATED WITHIN A FLOOD ZONE**
- SIGNIFY IF THE RESIDENCE IS SERVED BY A SEPTIC SYSTEM**
- SIZES OF ALL DOORS AND WINDOWS MUST BE SHOWN**
- IF THERE IS A BATHROOM, THE PLAN FOR REQUIRED VENTING IS MANDATORY**
- ALL MECHANICAL EQUIPMENT LOCATIONS MUST BE MADE KNOWN (PLEASE STATE IF FRESH AIR IS REQUIRED IN THESE LOCATIONS)**
- ALL FINISHES MUST BE SHOWN, DETAILED AND DESCRIBED**
- ALL DIMENSIONS OF THE PROJECT MUST BE INDICATED**
- SPECIFY HOW THE SPACE WILL BE CONDITIONED**
- STATE COMPLIANCE WITH ALL APPLICABLE AND NEW YORK STATE CODES**
- SHOW A CROSS-SECTION THROUGH THE CEILING AND WALL**
- VERIFY 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 LICENSED NEW YORK STATE PROFESSIONAL**
- ANY AND ALL PLANS SUBMITTED MUST BE WELL DRAWN AND AT A MINIMUM SCALE OF ONE QUARTER INCH (1/4") PER ONE FOOT (1')**
- IF ANY STAIRCASES, RAILINGS, AND HANDRAILS ARE INVOLVED, THEY MUST BE SHOWN ON THE PLANS, AS WELL AS THE RISE AND RUN DIMENSIONS**
- SHOW COMPLIANCE WITH CURRENT ENERGY CODE REQUIREMENTS**
- IF ANY BEDROOMS ARE INCLUDED, SHOW COMPLIANCE WITH LIGHT, VENTILATION, AND EGRESS REQUIREMENTS (IF YOU HAVE A SEPTIC TANK, A WESTCHESTER COUNTY HEALTH SIGN-OFF IS REQUIRED)**
- FILE FOR ELECTRICAL AND PLUMBING APPLICATIONS, IF APPLICABLE**