

VILLAGE OF IRVINGTON

BUILDING DEPARTMENT

85 MAIN STREET

IRVINGTON, NEW YORK 10533

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www.irvingtonny.gov



WHAT REQUIRES A PERMIT?

Additions: All additions must apply for Site Development Approval from the Irvington Planning Board. Once an approval, an application to the ARB is required. An application is available on the Village website.

Bathroom Remodeling: Remodeling a bathroom (including the replacement of tile or fixtures) requires a building permit and a sketch (to scale) of the bathroom layout showing fixture locations. Any electrical and plumbing work must be filed by a Westchester County licensed contractor. If any structural or physical alterations of a space is proposed (removal and/or construction of walls, windows, doors, etc.) drawings by a licensed professional are required. An application is available on the Village website.

Change of Use/Occupancy: Any changes of use or occupancy to any existing space in the Business, Railroad, or Industrial districts is required to file a Change of Use/Occupancy with the Building Department prior to occupying a space (this application is not a substitute for a building permit application for alterations and reconfiguring of an existing space). An application is available on the Village website.

Decks: All alterations that alters or enlarges an existing deck or new deck is required to follow the procedure for Site Development Approval from the Irvington Planning Board. Once an approval is granted, an application to the ARB is required. An application is available on the Village website.

Demolition: Any demolition of an entire or portion of a structure requires a Demolition Permit. A demolition permit is not required if demolition of a structure or portion of a structure is part of an approved site plan from the IPB and has received all of its approvals. Demolition in the Historical District (as defined in 224-197) requires ARB approval prior to submission to the IPB. An application is available on the Village website.

Electrical and Low Voltage Improvements: All electrical improvements, replacements or upgrades require an application for an electrical permit by a Westchester County licensed contractor. An application is available on the Village website.

Excavation or Import/Export of Soils: Any soil's alteration that disturbs more than 15 cubic yards of soil, including but not limited to import, requires a Building Permit and if retaining walls or drainage changes are a result of grading, Site Development Approval is required from the IPB and ARB. An application is available on the Village website.

Exterior Elevation Changes: All exterior elevation changes not increasing or changing coverage, Floor/Area/Ratio (FAR), or the cubic content under a roof, require an application to the ARB. An application is available on the Village website.

Fences (including deer fences): All new fences will need a permit, including any changes of style or location of existing fences (for deer fences please review the deer fence code on the Village website) an application to the ARB is required. An application is available on the Village website

HVAC: All HVAC replacements and installations require a Mechanical permit. Location of all exterior equipment proposed must be within the building envelope. Contractor must provide a location plan showing existing and proposed equipment location, and evidence that the proposed equipment is in compliance with the State of New York Energy code. New construction requires plans from a licensed professional. An application is available on the Village website.

Interior Alterations: Interior alterations removing or relocating any structure or that creates new space with in an existing structure requires a building permit application with drawings from a licensed professional that meet all current New York State Code requirements. An application is available on the Village website.

Kitchen Cabinets: Remodeling a kitchen (including the replacement of cabinets) requires a Building Permit and a sketch (to scale) of the proposed kitchen layout showing appliances and fixture locations. Any electrical and plumbing work must apply for and receive a permit from the Building Department filed by a Westchester County licensed contractor. If any structural or physical alterations of a space is proposed (removal and/or construction of walls, windows, doors, etc.) a drawing by a licensed professional is required. An application is available on the Village website.

Patios/Walks: All new patios and walks are considered coverage. Alterations in coverage require Site Development Plan Approval granted from the IPB. Once approval is granted from the IPB, an application to the ARB is required. An application is available on the Village website.

Plumbing Improvements: All plumbing improvements require an application for a plumbing permit by a Westchester County licensed contractor. An application is available on the Village website.

Pools and Spas: All pools and spas must apply for Site Development Approval from the IPB. Once approval is granted from the IPB, an application to the ARB is required. An application is available on the Village website.

Retaining/Garden Walls: Any retaining or garden wall more than 30" tall requires Planning Board Approval prior to applying to the Architectural Review Board for approval. Walls less than 30" with no grade change require only ARB approval. Plans must be drawn by a licensed professional. An application is available on the Village website.

Roofing: All commercial and residential roof replacements where the roof sheathing is exposed requires a Building with a submission that includes the proposed scope of work to state code. Work requiring structural repairs shall have a drawing from a licensed professional. An application is available on the Village website.

Sheds: Sheds are considered structures and require Site Development Plan Approval granted from the IPB. Once approval is granted from the IPB, an application to the ARB is required. An application is available on the Village website.

Siding: All siding replacements, where the wall sheathing is exposed and for all applications to change or alter siding in the Historical District a submission and approval by the ARB is required. An application is available on the Village website.

Signs: Signs in the Business and Industrial Zone require ARB approval prior to installation. Along with the sign coverage work sheet (available in the Building Department), the sign and awning check list, Drawings (see submission requirements in 224-195), and a Building permit application. An application to the ARB is required. An application is available on the Village website.

Solar Panels: Solar panels require a Building Permit and Architectural Review Board approval. (See the solar panel checklist available on the Village website) An application is available on the Village website.

Temporary Tents: Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet require a building permit with drawings by a licensed professional meeting state code. Applications must apply for 30 days prior to erection of any temporary tent requiring a permit. An application is available on the Village website.

Windows:

a) Window replacement in the same frame, with the same window type, dimensions, and grill patterns, **not in the Historical District**, requires a building permit, along with the manufacturer/contractor window order form to show compliance with the state energy code. An application is available on the Village website.

b) Window replacement in the same frame that changes the window type or grill pattern, **not in the Historical District** requires a building permit, along with the manufacture/contractor window order form to show compliance with the state energy code and an application to the ARB. An application is available on the Village website.

c) Window replacement, relocation, alteration and/or framing changes **not in the Historical District** should follow the guidelines for exterior elevation changes and requires a building permit along with the manufacture/contractor window order form to show compliance with the state energy code, a drawing from a licensed professional and an application to the ARB. An application is available on the Village website.

d) Window replacement in the same frame, with the same window type, dimensions, and grill patterns, **in the Historical District** requires a building permit application, along with the manufacture specifications to show compliance with the state energy code. If any portion of the proposed project meets the definition of "Demolish" or "Substantial Portion" as defined in 224-197 in the Village code than you will need to make a separate application to the ARB with notification. An application is available on the Village website.

e) Window replacement, relocation, alteration and/or framing changes **in the Historical District** requires a building permit application, along with the manufactures specifications to show compliance with the state energy code. If any portion of the proposed project meets the definition of "Demolish" or "Substantial Portion" as defined in 224-197 in the Village code than you will need to make a separate application to the ARB with notification. An application is available on the Village website

Projects listed above and the general procedures are listed as a guide. For specific requirements for a specific project, please refer to "The Village of Irvington Code" which is available in print at the Village Clerk's office or online at: www.irvingtonny.gov.