



**TOWN OF HARRISON
VILLAGE OF HARRISON**
ALFRED F. SULLA, JR. MUNICIPAL BUILDING
BUILDING DEPARTMENT
1 HEINEMAN PLACE
HARRISON, NEW YORK 10528



Telephone: (914) 670-3050
Fax: (914) 835-7491

TOWN/VILLAGE OF HARRISON
BUILDING DEPARTMENT SUBMISSION CHECKLIST

	APPLICANT	DEPARTMENT	COMMENTS
APPLICATION, VERIFIED, NOTARIZED	<input type="checkbox"/>	<input type="checkbox"/>	
3 SETS OF FULL SIZE PLANS W/ELEVATIONS RESIDENTIAL **NO LARGER THAN 24"X36"	<input type="checkbox"/>	<input type="checkbox"/>	
3 SETS OF FULL SIZE PLANS W/ELEVATIONS COMMERCIAL	<input type="checkbox"/>	<input type="checkbox"/>	
8 SETS OF 11" X 17" PLANS W/ELEVATIONS FOR ARB MEETING	<input type="checkbox"/>	<input type="checkbox"/>	
*DIGITAL SET OF PLANS (PDF FORMAT) ATTACHED OR EMAILED TO building@harrison-ny.gov	<input type="checkbox"/>	<input type="checkbox"/>	
SURVEY	<input type="checkbox"/>	<input type="checkbox"/>	
SITE PLAN	<input type="checkbox"/>	<input type="checkbox"/>	
ZONING ANALYSIS	<input type="checkbox"/>	<input type="checkbox"/>	
DESIGN CRITERIA	<input type="checkbox"/>	<input type="checkbox"/>	
FLOOD HAZARD VERIFICATION	<input type="checkbox"/>	<input type="checkbox"/>	
ENERGY CODE COMPLIANCE	<input type="checkbox"/>	<input type="checkbox"/>	
LAND DEVELOPMENT APPLICATION	<input type="checkbox"/>	<input type="checkbox"/>	
FLOOD PLAIN DISTURBANCE PERMIT (IF APPLICABLE)	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE SPRINKLER AFFIDAVIT	<input type="checkbox"/>	<input type="checkbox"/>	

***Required for all Commercial applications, and all new Residential construction applications**

STATEMENT OF DISCLOSURE: APPLICANT MUST NOTIFY THE BUILDING DEPARTMENT OF ANY INTENT IN REGARDS TO TOTAL DEVELOPMENT OF THE PROPERTY, IE: MAIN STRUCTURE, DRIVEWAY, PATIO, POOL, CABANA, TENNIS COURT, SPORTS COURT, ETC.

SIGNATURE OF APPLICANT

DATE



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NOTICE TO THE APPLICANT

Building Permit application must consist of the following (Applications for Building Permit must be complete or they will not be accepted):

- **Completed application with the fees for both the application fee and the Certificate of Occupancy fee for Building permit, signed and sealed plans by an Architect or Engineer, with three (3) sets of full size plans for residential and commercial (plans must include elevations, dimensions and materials to be used); Residential plans must be no larger than 24" x 36"*****
- **Application must have Assessor's Verification and be Notarized;**
- **Certified survey of the property;**
- **Site plan (showing topographical, subsurface drainage and erosion controls);**
- **Zoning analysis (see pg 2 of application);**
- **Design criteria and energy code compliance statement;**
- **Flood Plain Disturbance Permit (if applicable);**
- **Fire Sprinkler Affidavit;**
- **Land Development Application;**
- **Digital set of plans in a PDF format on CD-ROM or emailed to building@harrison-ny.gov (Required for all Commercial applications, and all new Residential construction applications)**

NOTE: Plans for an addition or alterations to an existing structure should show the entire existing structure and any changes being made.

NOTE: FOR SUBDIVISIONS, THE SITE PLAN MUST INCLUDE THE ADJACENT LOTS ON BOTH SIDES AND THE LOT ACROSS THE STREET. APPLICATIONS MUST BE SUBMITTED BEFORE 3:00PM.

NOTE: THE FOLLOWING MUST BE SUBMITTED BEFORE THE BUILDING PERMIT WILL BE ISSUED:

- **Building Permit Fee and the Certificate of Occupancy fee;**
- **Contractors Insurance or Owner's Affidavit and Hold Harmless Clause**

*****Please note, if ARB approval is required, an additional eight (8) sets of 11" x 17" drawings are required.**



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*******ARCHITECTURAL REVIEW BOARD*******

1. Building Permit Applications for new construction, additions, exterior alterations and sign permits must receive Architectural Review Board (ARB) approval before a permit will be issued.(see information below)
2. Architectural Review Board Meetings are held on the Second Tuesday of each month at the Municipal Building, 1 Heineman Place, Harrison, New York at 7:30pm.
3. The Applicant or representative must attend the meeting.
4. Photographs of the subject property and at least 2 adjacent or nearest structures must be provided to the Board at the meeting when the plans are reviewed. If the submission is for an addition or alteration to an existing structure, photographs of the existing structure, as well as the adjacent or nearest structures are required.

PLEASE NOTE – PLANS WILL NOT BE REVIEWED WITHOUT PHOTOGRAPHS

5. Submission deadline is Monday of the week before the ARB meeting.
6. Architectural Review Board approval DOES NOT constitute building permit approval. Permits must be obtained from the Building Department.

Application Fee	\$ _____	Receipt No.	_____	Date	_____
Building Permit Fee	\$ _____	Receipt No.	_____	Date	_____
Legalization Fee	\$ _____	Receipt No.	_____	Date	_____
Adjusted Fee	\$ _____	Receipt No.	_____	Date	_____
Certificate of Occupancy Fee	\$ _____	Receipt No.	_____	Date	_____

TOWN - VILLAGE OF HARRISON
DEPARTMENT OF BUILDING
One Heineman Place, Harrison, NY 10528
APPLICATION FOR BUILDING PERMIT

APPLICATION NO. _____	DATE FILED _____
BUILDING PERMIT NO. _____	DATE ISSUED _____
CERTIFICATE OF OCCUPANCY NO. _____	DATE ISSUED _____

The undersigned hereby makes application for a permit to perform the work shown on the drawings accompanying this application and description herein.

NUMBER AND STREET _____ ASSESSOR'S VERIFICATION _____
 ZONE _____ BLOCK _____ LOT(S) _____
 OWNER _____
 OWNER'S ADDRESS _____ PHONE _____
 LESSEE _____
 LESSEE ADDRESS _____ PHONE _____

Description of Improvement: _____

Current Use _____ Proposed Use _____

Note: Estimated cost of construction includes plumbing, electrical, all labor, material, scaffolding, fixed equipment, professional fees and/or any labor and materials donated gratis, plus hardscape and site work.

Estimated Cost of Construction: \$ _____

Architect/Engineer (must be licensed in the State of New York)

Name _____ Phone _____ Fax _____

Address _____

New York License # _____

General Contractor (must be licensed in Westchester County)

Name _____ Phone _____ Fax _____

Address _____

Westchester County License # _____ WC/L # _____

Insurance Carrier _____ Phone _____ Fax _____

Building Inspector Review Date: _____		
ARB: _____	Planning Board: _____	ZBA: _____

APPLICATION FOR BUILDING PERMIT
PAGE 2

To be completed for all new construction, additions and alterations:

Construction Classification (Circle one)

FIRE RESISTIVE (1) NON-COMBUSTIBLE (2) HEAVY TIMBER (3) ORDINARY (4) FRAME (5)

Zoning District _____ Is structure currently non-conforming? _____

Required side yard _____ Provided side yard _____

Required total yard _____ Provided total yard _____

Required rear yard _____ Provided rear yard _____

Required front yard _____ Provided front yard _____

Required lot area _____ Actual lot area _____

Allowed lot coverage _____ % Proposed lot coverage _____ %

Permitted building height _____ Proposed height _____

Total square feet of existing structures¹ _____

Total square feet of proposed additions/alterations _____

Required parking _____ Proposed parking _____

1. GROSS FLOOR AREA. The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

AFFIDAVIT OF OWNERSHIP

State of New York

DO NOT CHANGE THE WORDING
OF THIS AFFIDAVIT

County of Westchester

_____ being duly sworn,
(Owner, Lessee, Architect or Builder/Contractor)

deposes and says that: _____ is the owner in fee of the premises to which this application applies; that he/she (the applicant) is duly authorized to make this application; and that the statements contained herein are true to the best of his/her knowledge and belief.

Sworn to before me this _____
day of _____ 20_____.

(Signature of Applicant)

(Notary Public)

**Table R301.2(1)
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

Ground Snow Load ⁱ	Wind Speed (MPH) ^d	Seismic Design Category ^e	SUBJECT TO DAMAGE FROM			Ice Shield Underlayment Required ^g	Flood Hazards ^f
			Weathering ^a	Frost line Depth ^b	Termite ^c		
30	100/110	C	SEVERE	42"	MOD/HVY	YES	FIRM 9/28/07

For SI: 1 pound per square foot = 0.0479kPa, 1 mile per hour = 0.447 m/s

- a. Weathering may require a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of this code. The weathering column shall be filled in with the weathering index (i.e., "negligible," "moderate" or "severe") for concrete as determined from the Weathering Probability Map [Figure R301.2(3)]. The grade of masonry units shall be determined from ASTM C 34, C 55, C 62, C 73, C 90, C 129, C 145, C 216 or C 652.
- b. The frost line depth may require deeper footings than indicated in Figure R403.1(1). The jurisdiction shall fill in this frost line depth column with the minimum depth of footing below finish grade.
- c. The jurisdiction shall fill in this part of the table with the need for protection depending on whether there has been a history of local subterranean termite damage.
- d. The jurisdiction shall fill in this part of the table with the wind speed from the basic wind speed map [Figure R201.2(4)]. Wind exposure category shall be determined on a site-specific basis in accordance with Section R301.2.1.4.
- e. The jurisdiction shall fill in this part of the table with the Seismic Design Category determined from Section R301.2.2.1.
- f. The jurisdiction shall fill in this part of the table with (a) the date of the jurisdiction's entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas), (b) the date(s) of the currently effective FIRM and FBFM, or other flood hazard map adopted by the community, as may be amended.
- g. In accordance with Sections R905.2.7.1, R905.4.3.1, R905.5.3.1, R905.6.3.1, R905.7.3.1 and R905.8.3.1, where there has been a history of local damage from the effects of ice damming, the jurisdiction shall fill in this part of the table with "YES." Otherwise, the jurisdiction shall fill in this part of the table with "NO."
- i. The ground snow loads to be used in determining the design snow loads for roofs are given in Figure R301.2(5) for sites at elevations up to 1000 feet. Sites at elevations above 1000 feet shall have their ground snow load increased from the mapped value by 2 psf for every 100 feet above 1000 feet.



LAND DEVELOPMENT APPLICATION

SLOPE CLEARANCE PERMIT (CHAPTER 199 OF TOWN CODE)

STORMWATER CONTROL PERMIT (CHAPTER 130 OF TOWN CODE)

ENGINEERING
DEPARTMENT

1 HEINEMAN PLACE
HARRISON, NY 10528

E-MAIL:
ENGINEERING@HARRISON-NY.GOV

MUST BE COMPLETED FOR ALL LAND DISTURBING ACTIVITY

Land Disturbance Classification (please refer to checklist for appropriate requirements of each category)

Area of Land Disturbing Activity _____ Square Feet

Stormwater:

- N/A:** land disturbance less than 500 Sq.Ft.
- Tier 1:** land disturbance greater than 500 Sq.Ft., less than 20,000Sq.Ft.
- Tier 2:** land disturbance greater than 20,000 Sq.Ft., less than 1 Acre
- Tier 3:** land disturbance 1 Acre or greater

Slope Category: (area of each category should equal the total area of land disturbing activity)

0% - 15% _____ Sq.Ft. 25% - 35% _____ Sq.Ft.

15% - 25% _____ Sq.Ft. 35% + _____ Sq.Ft.

Description of Project

Site Information

Property address _____

Block _____ Lot _____ Zoning District _____

Size of Parcel _____ Square Feet (or) _____ Acres

Estimated Cost of Surface Water & Erosion Control Compliance \$ _____ (dollars)

Contact Information

Landowner — Name: _____ Street: _____

City _____ State: _____ Zip Code: _____

Phone _____ Fax _____ Email _____

Designer — Name: _____ Street: _____

City _____ State: _____ Zip Code: _____

Phone _____ Fax _____ Email _____

Contractor — Name: _____ Street: _____

City _____ State: _____ Zip Code: _____

Phone _____ Fax _____ Email _____

Inspector — Name: _____ Street: _____

City _____ State: _____ Zip Code: _____



LAND DEVELOPMENT APPLICATION

SLOPE CLEARANCE PERMIT (CHAPTER 199 OF TOWN CODE)

STORMWATER CONTROL PERMIT (CHAPTER 130 OF TOWN CODE)

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Land Description

Are there any rights-of-way, easements, restrictive covenants or conditions of approval which encumber the property? If so, please indicate the nature of these restrictions and supply three (3) copies of the legal instrument (i.e. deed, covenant, conservation easement, approval letter, etc.) which created this restriction.

YES NO

Is proposed work being done within a Floodway?

Is proposed work being done within a Floodplain?

Is proposed work being done within a wetland or wetland buffer?

Is proposed work being done within 100 feet of a water course?

Is proposed work being done within a Town right-of-way?

Is proposed work being done within an easement located on the property?

Are trees larger than 4" being removed during this project?

Is there fill being delivered from an off-site location?

Will there be any re-grading of the property during this project?

IF LAND DISTURBANCE IS LESS THAN 500 SQ. FT., AND YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, YOU MUST COMPLETE THE GENERAL REQUIREMENTS CHECKLIST FOUND ON PAGE 3 OF THIS APPLICATION

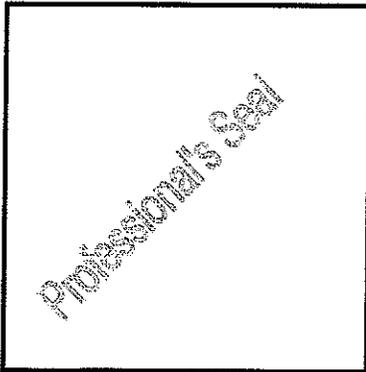
Will you be connecting into a Town utility?

Design Information

IF LAND DISTURBANCE IS LESS THAN 500 SQUARE FEET, AND THE BUILDING DEPARTMENT DOES NOT REQUIRE THE SERVICES OF A DESIGN PROFESSIONAL ON ANY OTHER RELATED APPLICATION(S), A SEAL IS NOT REQUIRED BELOW

Plans Prepared By:

Name _____ License # _____



Signature of Professional Date

Signature of Owner Date

Signature of Applicant Date

For Engineering Department Use Only

- Floodplain Disturbance Permit required
- Wetland Permit required
- Road Opening Permit required
- Planning Board approval required (watercourse)
- Fill/Re-grade Permit required
- Tree Permit required
- Building Inspector Slope Permit required
- Building Inspector Slope Permit with Planning Board approval required
- Exempt from Slope Permit
- Planning Board approval required (floodplain)

Comments: _____



SITE PLAN REVIEW REQUIREMENTS

ALL SITE PLANS MUST CONTAIN THE FOLLOWING INFORMATION

ENGINEERING
DEPARTMENT

1 HEINEMAN PLACE
HARRISON, NY 10528

E-MAIL:
ENGINEERING@HARRISON-NY.GOV

This checklist is provided as a list of minimum requirements for submittal of a site plan when requesting approval of a Land Development Application. It serves to help you and the Town/Village of Harrison expedite the processing of your permit application. Each application must include all "General Requirements" below. Depending upon the project classification (see Land Development Application), the appropriate stormwater "Tier Requirements" must also be submitted.

Address: _____

Date: _____

TOWN USE	APPLICANT	<u>GENERAL REQUIREMENTS</u>
<input type="checkbox"/>	<input type="checkbox"/>	All existing and/or proposed utilities must be shown (i.e. sanitary sewer, water service, gas service, septic areas, well etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Provide sight distance analysis for new intersections formed by proposed/realigned driveways
<input type="checkbox"/>	<input type="checkbox"/>	Provide a profile for all proposed/realigned driveways. Driveways must include adequate platforms at garage and street levels.
<input type="checkbox"/>	<input type="checkbox"/>	Provide location map of property. Include nearest cross streets and North arrow.
<input type="checkbox"/>	<input type="checkbox"/>	Provide survey of property showing all easements, structures etc.
<input type="checkbox"/>	<input type="checkbox"/>	Show all watercourses located within 100' of the property
<input type="checkbox"/>	<input type="checkbox"/>	Show Flood Plain and Flood Way elevations and boundaries
<input type="checkbox"/>	<input type="checkbox"/>	Show all wetland and wetland buffer boundaries
<input type="checkbox"/>	<input type="checkbox"/>	Show all rock outcropping
<input type="checkbox"/>	<input type="checkbox"/>	Provide rim, grate and invert elevations for all existing and proposed structures
		SLOPES
<input type="checkbox"/>	<input type="checkbox"/>	A slope analysis plan, performed by a design professional must be submitted. Slope analysis must include an accurate topographic representation of the disturbed area using a minimum of 2' contours. A slope category breakdown for the entire disturbed area must be shown using uniquely shaded areas for each category. Slope categories shall match the categories listed on the Land Development Application provided by the Building Department.
		GRADING
<input type="checkbox"/>	<input type="checkbox"/>	Proposed grading shall be done in a manner as to not cause increased runoff to neighboring properties. All existing and proposed grades shall be shown on the site plan. Arrows indicating direction of surface water flow must also be included.
<input type="checkbox"/>	<input type="checkbox"/>	All existing walls found within property must be shown. Heights of walls must also be labeled.
<input type="checkbox"/>	<input type="checkbox"/>	All proposed retaining walls must be shown with top and bottom of wall elevations. Details of wall must also be shown. Entire wall must be shown within property line (including footing).
<input type="checkbox"/>	<input type="checkbox"/>	Identify all existing drainage paths (ditches, pipes, or overland flow) flowing onto or through subject property. Demonstrate that these paths will be protected and maintained.
<input type="checkbox"/>	<input type="checkbox"/>	Label all existing and proposed floor elevations
<input type="checkbox"/>	<input type="checkbox"/>	Label average grade around proposed structure
		EROSION CONTROL
<input type="checkbox"/>	<input type="checkbox"/>	Erosion control measures, (i.e. construction access pads, properly trenched silt fencing, staked hay bales, etc.) meeting NYSDEC requirements must be shown on all site plans. All erosion control must be properly installed and maintained prior to and throughout construction. Failure to comply will result in work stoppage and fines.
		STORMWATER
<input type="checkbox"/>	<input type="checkbox"/>	A stormwater system must be properly sized and designed. The entire stormwater system must be clearly shown and accurately depicted. Pipe inverts, structure locations, pipe size and pitch, and all appropriate calculations must be submitted. Depending upon the area of land disturbance, specific requirements must be met. Refer to the appropriate Stormwater Design Requirements found on the reverse side of this checklist. The NYSDEC Design Manual can be found here: http://www.dec.ny.gov/chemical/29072.html



STORMWATER DESIGN REQUIREMENTS

ENGINEERING
DEPARTMENT

1 HEINEMAN PLACE
HARRISON, NY 10528

EMAIL:
ENGINEERING@HARRISON.NY.GOV

TOWN
USE APPLICANT

STORMWATER "TIER 1" REQUIREMENTS

- Runoff from all newly created impervious areas shall be collected and conveyed to a stormwater management system.
- The management system is properly sized to store 3 inches of runoff over these impervious areas. No credit for pre-existing impervious areas is taken.
- Design of the management system, including the percolation test results and subsurface exploration results is certified by the design professional.
- Demonstrate that the proposed stormwater system will drain between storms.
- Demonstrate that overflows from the systems do not create erosion or is not directed to areas where negative impact will occur. System overflows shall be directed through downspout, surcharge pipes or driveway drains.
- In cases where soil conditions do not permit both infiltration and storage, water quality as well as 24 hour storage for the 1 year storm event from the impervious areas shall be designed. A zero increase in the peak rates for a 10 and 25 year storm shall be accomplished. In areas that site conditions impede the management's functionality, the Town Engineer may use his discretion.

STORMWATER "TIER 2" REQUIREMENTS

- All requirements set for "Tier 1" must be satisfied. (see above)
- Design, inspection and certification of stormwater system must be performed by a New York State licensed Professional Engineer, or a qualified Stormwater Professional.
- Erosion Control inspection reporting shall follow the regulations set by the NYSDEC manual.
- As-Built drawings of the stormwater management system shall be submitted.

STORMWATER "TIER 3" REQUIREMENTS

- All requirements set for Stormwater "Tier 1" and Stormwater "Tier 2" must be satisfied. (see above)
- During the design of the proposed stormwater system, requirements set forth in the NYSDEC Design Manual must be properly used and satisfied. The NYSDEC Design Manual can be found here: <http://www.dec.ny.gov/chemical/29072.html>
- Water Quality** requirements must be met: the 90% Rule has been applied..
- Channel Protection** requirements must be met: 24-hour detention of the post-developed 1-year, 24-hour storm event has been demonstrated.
- Overbank Flood** requirements must be met: Peak discharges from the 10-year storm has been controlled to meet the 10-year pre-development rates..
- Extreme Storm** requirements must met: Peak discharges from the 100-year storm has been controlled to meet the 100-year pre-development rates.
- A NYSDEC Notice of Intent (NOI) along with notification of authorization from the NYSDEC is required prior to the issuance of any building permits.
- Land disturbance greater than 5 acres is not permitted.



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Fire Sprinkler Affidavit
Please complete this affidavit and attach to your application.

For any construction or renovation to an existing structure, or extension or increase in floor area or height of a building, or reconstruction or renewal of any part of an existing building for the purpose of its maintenance, or any combination thereof within a two-year period which exceeds fifty (50%) of a building's existing gross floor ratio.

Project Address _____

Block _____ Lot _____

Owners Name _____ Phone # _____

Owners Address _____

I, Owner/Agent/Authorized Representative, do hereby state that as per the Town/Village of Harrison Local Law, 2-2006 & § 143-29, will file applications, if required, with the Harrison Bureau of Fire Prevention and will install a code compliant automatic fire sprinkler system.

Sworn to before me this _____
day of _____ 200_____

(Signature of Applicant)

(Notary Public)

For Office Use Only

Sent to Fire Marshall _____
Date

1. ALTERATION. The reconfiguration of any space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment. For compliance with Chapter RN11, Energy Efficiency, Alteration shall mean the replacement, modification or renovation of a subsystem.
2. FLOOR AREA GROSS. The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 01/30/2009
PRODUCER NAME OF INSURANCE BROKER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED NAME OF CONTRACTOR	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A: REQUIRED	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADOU LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	REQUIRED	REQUIRED	REQUIRED	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				REQUIRED
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				
A	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	MUST BE ON: C105.2, U26.3, CE-200, SI-12			
	DISABILITY	MUST BE ON: CE-200, DB-120.1, DB-155			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

THE CERTIFICATE HOLDER IS LISTED AS
 ADDITIONALLY INSURED

INSURERS ARE ALL LICENSED TO DO BUSINESS
 IN THE STATE OF NEW YORK

CERTIFICATE HOLDER TOWN/VILLAGE OF HARRISON 1 HEINEMAN PL HARRISON, NY 10528	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL *30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
--	---



TOWN OF HARRISON
VILLAGE OF HARRISON

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1 HEINEMAN PLACE
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ALL CONTRACTORS MUST PROVIDE THE TOWN OF HARRISON AND VILLAGE OF HARRISON WITH THE FOLLOWING HOLD HARMLESS CLAUSE

The following Indemnification Agreement shall be, and is hereby, a provision of the contract:

"The Contractor agrees to protect, defend, indemnify and hold the Town of Harrison and the Village of Harrison, their officers, agents and employees free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character, and in any jurisdiction, in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, and all such claims, etc., relating to personal injury, death, damage to property, defects in material workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal property or property right or any alleged violation of any applicable statute, ordinance, administrative order, rule or regulation or decree of any court shall be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. In any case in which such indemnification would violate Section 5-322.1 of the New York General Obligations Law, or any other applicable legal prohibition, the foregoing provisions concerning indemnification shall not be construed to indemnify the owner for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the owner or its employees."

The contractor shall include the premium costs of these policies in the bid price of the work.

Signature _____

Witness Signature _____

Print Name: _____

Print Name: _____

Contractor: _____

Contractor: _____

Date: _____

Date: _____

THIS "HOLD HARMLESS CLAUSE" MUST BE SIGNED BY AN OFFICER OF YOUR ORGANIZATION, DATE AND WITNESSED.

ANY DEVIATIONS FROM THIS HOLD HARMLESS CLAUSE ARE NULL AND VOID, UNLESS APPROVED BY THE TOWN OF HARRISON LAW DEPARTMENT.



**TOWN OF HARRISON
VILLAGE OF HARRISON**
ALFRED F. SULLA, JR. MUNICIPAL BUILDING
BUILDING DEPARTMENT
1 HEINEMAN PLACE
HARRISON, NEW YORK 10528



Telephone: (914) 670-3050
Fax: (914) 835-7491

**FEE SCHEDULE
Effective March 5, 2007**

I. BUILDING PERMITS:	RESIDENTIAL	COMMERCIAL
(New construction, alterations and additions – HVAC, fire suppression, mechanical equipment, elevators, etc.)		
1. Initial Filing Fee (Non-Refundable)		
a. Primary Structure	\$100.00	\$200.00
b. Accessory Structure	\$50.00	\$50.00
2. Building Permit Fee (based on per \$1,000 of actual cost of construction)	\$15.00 / \$1,000	\$30.00 / \$1,000
3. Amended plans	\$50.00	\$75.00
 II. CERTIFICATE OF OCCUPANCY (New construction, alterations and additions)		
1. Primary Structures	\$150.00	\$250.00
a. Plus \$200 per floor (Commercial only)		
2. Accessory Buildings, Structures & Decks	\$75.00	\$100.00
3. Multi Family		\$250.00
b. Plus \$50 per unit		
4. Temporary Certificate of Occupancy	\$150.00	\$250.00
a. Additional Renewal	\$150.00	\$250.00
5. Copies of Certificate of Occupancy (Certified)	\$25.00	\$25.00
6. Pre-Date Letter	\$100.00	N/A
 III. SUPPLEMENTAL PERMITS		
1. Initial Filing Fee *	\$50.00	\$50.00
2. Sign/Awning Permits		
a. Principal	N/A	\$150.00
b. Secondary	N/A	\$100.00
3. Demolition Permit	\$200.00	\$400.00
4. Electrical Permit *	\$100.00	\$250.00
5. Plumbing & Drainage Permit (up to 5 fixtures)	\$75.00	\$125.00
a. Over 5 fixtures, add \$10 per additional fixture		
6. Sewer Permit	\$75.00	\$75.00
7. Fences/Walls/Driveways		
Fee based on actual cost of construction		
a. \$75 first \$1,000 of cost of construction	\$75.00	\$75.00
b. \$10 each additional \$1,000		

* Initial filing fee does not apply

8. Blasting Permit	\$250.00	\$250.00
9. Temporary Structures * (tents, trailers, bleachers, Stands, etc.) Price per structure	\$25.00	\$25.00
10. Special Outdoor Events * (plus fees for temporary structures)	\$500.00	\$500.00
11. Re-Inspection Fee *	\$50.00	\$50.00
12. Tree Removal *	\$25.00	\$25.00
IV. SITE WORK PERMITS		
1. Initial Filing Fee	\$50.00	\$50.00
2. Fill Permit	200.00	200.00
3. Regrading Permit		
a. Base Fee	\$30.00	\$30.00
b. Permit Fee		
1. Based on per sq. ft. of first 2500 sq. ft.	\$0.02	\$0.02
2. Based on per sq. ft. over 2500	\$0.01	\$0.01
4. Excavation Permit		
a. Base Fee	\$30.00	\$30.00
b. Permit Fee		
1. Based on per cu. yd. of first 5000 cu. yds.	\$0.05	\$0.05
2. Based on per cu. yd. over 5000	\$0.02	\$0.02
V. STEEP SLOPE		
1. Initial Filing Fee	\$50.00	\$50.00
2. Slope Permit Fee	\$250.00	\$250.00
3. Slope Inspection Fee	\$250.00	\$250.00
VI. SPECIAL EXCEPTION PERMIT AND SITE PLAN APPROVAL See Planning Board Fees		
VII. ZONING BOARD OF APPEALS – See Zoning Board Fees		
VIII. ANNUAL LICENSING RENEWALS		
Sign & Awning – Wall Sign	\$20.00	\$20.00
Ground Sign	\$20.00	\$20.00
Canopies	\$20.00	\$20.00
IX. TRUCK PERMITS –Annual fees		
1. Entity Fee		\$200.00
2. Fee per Mack Truck		\$150.00
3. Fee per Tractor Trailer		\$300.00

* Initial filing fee does not apply