



## VILLAGE OF TARRYTOWN

One Depot Plaza, Tarrytown, New York 10591-3199

Telephone (914) 631-3668 • Fax (914) 631-1571

### **APPLICATION FOR CERTIFICATE OF OCCUPANCY/COMPLETION**

**Application fee:** Residential: \$150; Commercial: \$300/unit (as defined in BCNYS); payable to the Village of Tarrytown

**All documentation must be submitted in original form**

Dated: \_\_\_\_\_

This is to certify that:

I, \_\_\_\_\_, telephone number: \_\_\_\_\_  
(Name of homeowner or authorized agent to act on owner's behalf.)

\_\_\_\_\_  
(Homeowner's address)

Did perform the following work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In strict accordance with building permit #: \_\_\_\_\_ dated: \_\_\_\_\_

For property located at: \_\_\_\_\_

Sheet: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

The undersigned states that the building or structure at the above location conforms to the approved plans and specifications, and complies with the requirements of all ordinances of the Village of Tarrytown and with all other applicable laws.

\_\_\_\_\_  
Property owner/authorized agent signature

\_\_\_\_\_  
Date

**\* Allow a minimum of 10 business days for processing \***



# TARRYTOWN-ON-HUDSON

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## **CERTIFICATE OF OCCUPANCY REQUIREMENTS**

A CERTIFICATE of OCCUPANCY / CERTIFICATE of COMPLIANCE shall be required for any work which is the subject of a Building Permit and for all structures, buildings, or portions thereof, which are converted from one use or occupancy classification or sub classification to another. Permission to use or occupy a building or structure, or portion thereof, for which a Building Permit was previously issued shall be granted ONLY by issuance of a CERTIFICATE of OCCUPANCY / CERTIFICATE of COMPLIANCE.

The following is a general list of requirements that must be satisfied prior to obtaining a Certificate of Occupancy/Compliance. This list is subject to change based on the occupancy and scope of work outlined in each Building Permit.

- ☐ All required inspections have been successfully completed.
- ☐ As-built building plans
- ☐ As-built survey
- ☐ Storm water management installation certification
- ☐ Flood hazard certificate
- ☐ Electrical underwriters' certificate(s)
- ☐ Final plumbing inspection
- ☐ Boiler test and inspection certificate
- ☐ Fire sprinkler installation and test certification
  - ☐ Standpipe pressure test certification
  - ☐ Fire pump test certification
- ☐ Fire alarm installation and test certification
- ☐ Generator start -up test certification
- ☐ Elevator installation and test certification
- ☐ Energy Star report and certification
- ☐ Westchester County Health Department approval
- ☐ New York State Department of Transportation approval
- ☐ Fire Department inspection
- ☐ Professional certifications (Wall)
- ☐ In-Situ Load Tests (soil compaction)

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Certificate of Occupancy/Compliance Requirements

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- ☐ Material strength reports
- ☐ Interior finish material(s) flame spread index
- ☐ Interior finish material(s) smoke-developed index
- ☐ Asbestos abatement certification
- ☐ Backflow prevention test and certification
- ☐ Special inspection certifications
  - ☐ Fabrication
  - ☐ Steel construction
  - ☐ Welding
  - ☐ High-strength bolts
  - ☐ Concrete construction
    - ☐ Structural slabs
    - ☐ Grade beams
  - ☐ Masonry construction
  - ☐ Wood construction
  - ☐ Soils
  - ☐ Pile foundations
    - ☐ Pre and Post seismic monitoring of pile driving operations
    - ☐ As-built plan w/pile deviations
    - ☐ Pile load rating
    - ☐ As-built of pile caps w/reinforcement
  - ☐ Pier foundations
    - ☐ Anchor bolts for steel columns base plates
  - ☐ Wall panels and veneers
  - ☐ Sprayed fire-resistant materials
  - ☐ Exterior insulation and finish systems
  - ☐ Smoke control
- ☐ Storm Culvert
  - ☐ Sub Surface investigation report for soil conditions
  - ☐ Geo-technical report with alternate support conditions
  - ☐ Certified inspection reports for installation of sub-base/culvert
  - ☐ As-built plan
- ☐ Water Supply Connection
  - ☐ Capacity and pressure test analysis certification
  - ☐ Installation certification
  - ☐ As-built plan and details
- ☐ Sanitary Sewer Connection
  - ☐ Installation Certification
  - ☐ As-built plan and details
- ☐ Public safety plan
- ☐ Fire safety plan
- ☐ Fire evacuation plan

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- ☐ Hazardous Materials Inventory Statement (HMIS)
- ☐ Hazardous Materials Management Plan (HMMP)
- ☐ Affidavit of final cost of construction
- ☐ Payment of all adjusted permit fees
- ☐ Final approved County payment requisition with release of liens
  
- ☐ Final Inspection & Acceptance Letter from Village's landscape Consultant
  
- ☐ Copy of Filed Notice of Termination
  
- ☐ Copy of SWPP/Post construction Practices/SWPP inspections
- ☐ Payment of an outstanding escrow fees
- ☐ Waste Management Plan
- ☐ Accessory Dwelling Unit (ADU'S)  
Owner's affidavit – Lease agreement includes 6 months rental