

Subsurface drainage systems

Effective August 22, 2011, May 6, 2014 update

- **A Building Permit* will be required** to install any on-site (within lot boundaries) underground system designed to drain stormwater or ground water into the earth. This does not apply to:
 - a system being installed to service a structure under construction with a valid Building Permit, though plans are still required (see “Required Plans and Documents” below) or
 - sanitary drainage (i.e. septic and sewer systems).
- **Permit applications** must be filed with the Building Department, and a Building Permit *issued before any work* on the system begins.
- **Required Plans and Documents:** An Application for a Building Permit must include all of the following:
 - A survey map of the lot on which the work is to take place;
 - 2 paper copies of a plot plan, showing **all existing and proposed above and below-grade structures, equipment, tanks, piping and utilities** on the lot, and **erosion/sedimentation control measures**;
 - 2 paper Copies of construction plans and details of the proposed subsurface drainage system;
 - The seal and signature of a N.Y.S. registered design professional (architect or engineer) on the plot plans and construction plans;
 - Plot plan and construction plans in electronic format when cost of work is \$20,000.00 or more;
 - Proof of contractor’s Workers Compensation insurance or exemption;
 - Proof of contractor’s Disability Insurance or exemption;
 - Proof of contractor’s Westchester County Home Improvement license (1&2-family houses only);
 - An application fee (see below).
- **Construction** must proceed in accordance with plans approved by, and on file with, the Building Department. Changes and revisions to construction design must be approved by the Building Department prior to continuing with work.
- **Inspections:** All subsurface drainage systems, including piping, must be inspected by the Building Department prior to back-filling.
- **Certificate of Occupancy:** A subsurface drainage system, constructed under a Building Permit, may not be put into use until a Certificate of Occupancy has been issued by the Building Department.

Application Fee - Payable at the time the Application for a Building Permit is submitted:

Alteration or addition to a system, 1 & 2-family dwellings, 1 st \$2000 value of work: -----	\$50.00
Alteration or addition to a system, 1 & 2-family dwellings, over \$2000 value of work: -----	\$100.00
New system, 1 & 2-family dwellings -----	\$300.00
Addition or alteration of an existing system, non-residential or multi-family building-----	\$150.00
New system, non-residential or multi-family building-----	\$300.00

Application fees are non-refundable, and will be subtracted from the final Building Permit fee.

Building Permit fee, based on the total estimated cost of construction, payable upon issuance of the permit:

Estimated Cost	Fee
Up to \$1,000 -----	\$50.00
Each additional \$1,000 or fraction thereof up to & including \$50,000 -----	\$25.00
Each additional \$1,000 or fraction thereof up to & including \$500,000 -----	\$15.00
Each additional \$1,000 or fraction thereof up to or exceeding \$500,000-----	\$10.00

Renewal fee – If a permit or renewal has expired, the cumulative amount of all expired years must be paid:
 First 12 month renewal ----- **\$200.00 or 50% of the original fee, whichever is less**
 Subsequent 12-month renewals ----- **\$250.00 or 50% of the original fee, whichever is less**

***A Wetland, Stormwater or Floodplain Development Permit may also be required, dependant on site conditions.**