



TOWN of GREENBURGH

DEPARTMENT OF BUILDINGS

177 Hillside Avenue, White Plains, New York 10607
(914) 989 - 1560 Fax (914) 993 – 1570
www.GreenburghNY.com email: building@greenburghNY.com

DEMOLITION APPLICATION INSTRUCTIONS & SUBMISSION REQUIREMENTS

REQUIRED FORMS/DOCUMENTATION FOR ALL DEMOLITION APPLICATIONS

- One original and two copies of demolition application
- One original affidavit of ownership signed and notarized
- Contractor /Insurance Information
 - o Contractor information filled out on application and signed by contractor
 - o **Certificate of Liability Insurance** naming the “Town of Greenburgh” as additional insured
 - o **New York State Workers Compensation and Disability Insurance** Forms naming “Town of Greenburgh” as “Certificate Holder” or “Entity Requesting Certificate”.
-ACORD Forms are **NOT** acceptable for Workers Compensation and Disability
-To obtain more information please visit the New York State Workers Compensation Board’s Website at www.WCB.NY.GOV
 - WC & DB CE-200 *Certificate of Attestation of Exemption from NYS Worker’s Compensation and/or Disability Benefits Coverage*; or WC form C-105.2 *Certificate of Workers Compensation Insurance*; or WC form SI-12 – *Certificate of Workers Compensation Self-Insurance*
 - WC Form U-26.3 *Certificate of NY Worker’s Compensation Insurance from the New York State Insurance Fund*; or WC Form GSI-105.2 *Certificate of Participation in New York State Workers’ Compensation Group Self-Insurance*
 - DB form DB-120.1 *Certificate of Disability Benefits*; or DB form DB-155 *Certificate of Disability Benefits Self-Insurance*

REQUIRED PLANS/DOCUMENTS FOR PARTIAL/ENTIRE DEMOLITION OF STRUCTURES

- Steep Slopes – Engineering Department /Wetlands Clearance Forms** –Community Development
These forms must be **APPROVED** by the respective Departments **prior to submission** of a demolition permit application. (not required for sheds or above-ground pools)
- Town Engineer Stormwater Management Control Permit (as required by Town Engineer)**
Applications that include disturbance of 500 square feet or greater require may require a Stormwater Management Control Permit from the Town Engineer. (not required for sheds or above-ground pools)
- Three (3) copies of demolition drawings/plans. Minimum plan size is 18” x 24” (not required for sheds or above-ground pools)
- Three (3) copies of a survey or site plan showing proposed demolition, location of erosion control and construction fencing (if required by Building Inspector)
- Letter from Greenburgh Water Department stating water service has been disconnected and meter has been removed (Greenburgh Water Department 914-989-1900), if applicable
- Plumbing permit for the disconnect of gas, water and sewer lines, if applicable
- Electric permit for the removal of electric service and installation of any proposed temporary service, if applicable
- Tank removal permit for any oil storage tanks, if applicable
- Certificate of asbestos removal/absence of asbestos from a New York State licensed Department of Labor asbestos abatement contractor (www.labor.state.ny.us) (not for sheds or pool structures)

REQUIRED PLANS FOR INTERIOR ONLY DEMOLITION

- Three (3) complete sets of plans** to scale, showing interior areas of proposed demolition Minimum plan size is 18” x 24”

FEES REQUIRED UPON SUBMISSION OF DEMOLITION APPLICATIONS

New work

- Application Fee.....\$ 100.00 +
- Demolition Fee\$ 100.00

Legalization of work previously performed without permits

- Application Fee..... \$ 200.00
- Demolition Fee.....\$ 200.00

OTHER IMPORTANT INFORMATION

-Dig Safely New York – 1-800-962-7962 or www.digsafelynewyork.com before you dig



-Please contact the Department of Public Works/Engineering at 914-989-1580 to inquire if the following permits are required; Right-Of-Way, Street Opening, or Fill. (Please note that if your project requires a permit from DPW it must be procured prior to issuance of the Building Permit)

-Contact the Forestry Officer at 914-989-1538 for a tree removal permit



TOWN OF GREENBURGH

APPLICATION FOR DEMOLITION PERMIT

Fees	~OFFICE USE ONLY~	Submission Date
App Fee: _____ Permit Fee: _____ Total Fee: _____ Payment Form: CK CR MO	Permit Number: _____ Application and plans are approved for permit issuance: _____ Town of Greenburgh Building Inspector	

SUBJECT PROPERTY INFORMATION

Street Address _____ City _____ Zip _____
Apartment #: _____ Floor # _____ Suite # _____ Parcel ID: _____ Zoning District _____

OWNER/LESSEE INFORMATION

Owner _____ Phone # _____
Address _____ City _____ State _____ Zip _____
E-Mail: _____
Lessee _____ Phone # _____
Address _____ City _____ State _____ Zip _____
E-Mail: _____

DEMOLITION CONTRACTOR INFORMATION

Contractor's Name: _____
Address: _____ City _____ State _____ Zip _____
Telephone: _____ E-mail _____

I hereby agree to perform all demolition work in accordance with the plans submitted in support of this application and further agree to comply with all New York State and local laws.

Demolition Supervisor Signature : _____ Date: _____

ASBESTOS ABATEMENT CONTRACTOR INFORMATION

Company Name: _____ DOL # _____
Address: _____ City _____ State _____ Zip _____
Telephone: _____ E-mail _____

STEEP SLOPES CLEARANCE #: _____ WETLANDS CLEARANCE # _____ STORM WATER #: _____

SEWAGE DISPOSAL: Public Private FIRE SPRINKLER SYSTEM Yes No
 EROSION CONTROL: Hay Bales Silt Fence Other _____

DESCRIPTION OF DEMOLITION WORK TO BE PERFORMED:



**TOWN OF GREENBURGH
 Building Department**

AFFIDAVIT OF OWNERSHIP

State of New York)
) ss.
 County of Westchester)

_____ being duly sworn, deposes and says that (s)he resides
 at _____ in the Town/Village/City of _____
 in the County of _____ in the State of _____;

that (s)he is the owner in fee of all that piece or parcel of land situated and lying in the
 Town of Greenburgh with a street address of _____
 and known and designated on Town Tax Maps as parcel id _____ and that (s)he
 makes or is authorizing _____ to make application for
 building permit in his/her/its behalf and that the statement of facts contained in said application are true
 and that the work will be performed in the manner set forth in the application and in the plans and
 specifications filed herewith and in accordance with all applicable laws, ordinances and regulations. I
 further understand that the filing of this application is not a permit to commence construction.

 Signature of Owner

Sworn to me before this _____

Day of _____ 20_____

 Notary Public