

Town Of Mt. Pleasant
Application Check list for
Additions / Alterations / Improvements

All Applications must address the following requirements:

- Building permit application filled out completely with required fees
- 3 copies of updated survey of property showing all existing structures and also any easements on the property
- 3 copies of the Zoning Data Table
- 3 sets of stamped plans by an architect or engineer
1 copy full size, 1 copy CD, 1 copy 11 x 17
- If Zoning Board of Appeals is need. Please review separate required checklist.
- All plans must indicate that they Meet All NYS Building Codes and Energy Codes (Res-Check)
- Include Design Criteria for The Town Of Mt. Pleasant
- Average Grade Calculation Elevation assigned to Drawings
- Topography Map of existing property and new property
- Storm water management / Drywell Drainage Calculations based on 6" / 25 yr storm
- Comply with Steep Slope Ordinance
- Insurance Certificates listing the Town Of Mt. Pleasant as the Certificate Holder (General Liability, Disability, Workmen Compensation)
- Westchester County Home Improvement License
- All smoke detectors and carbon monoxide detectors to be clearly marked were required
- All egress windows clearly marked where they are required
- Verification of sewer or septic system
- If on septic you must get Board of Health Approval
- Must supply copy of septic tank location and septic field location
- All work greater than 50% requires an asbestos abatement report
- Code 53 (Dig Safely) number