

Town Of Mt. Pleasant
Application Check list for
Legalization of Finished Basement

- Building permit application with required fees
- 3 copies of survey of property ** if on septic need to submit survey of septic tank location and septic field location
- 3 sets of plans stamped by an architect or engineer
- Insurance Certificates listing the Town Of Mt. Pleasant as the Certificate Holder (for both Worker's Compensation and General Liability)
- Westchester County Home Improvement License
- Plans must state " Meets All New York State Residential and Building Codes" along with " New York State energy Code"
- All ceiling heights shall be clearly marked on drawing
- Must comply with all emergency egress requirements
- Indicate locations of all smoke detectors and carbon monoxide detectors per New York State Code
- Location of mechanical room with proper ventilation
- Licensed Electrician: to file permit with electrical inspectors, Westchester/ Rockland Electrical, New York Fire Underwriters, Tri-State Electrical,
- Licensed Plumber if plumbing is required
- Indicate if house is on sewer or septic
- If septic, will need letter from Westchester County Board of Health with all approvals