

**OFFICE OF BUILDINGS AND CODES**

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*Director Office of Buildings and Codes*

## BUILDING PERMIT APPLICATION SUBMITTAL CHECKLIST

### *Effective Codes*

2025 Building Code of New York State	2025 Residential Code of New York State
2025 Fire Code of New York State	2025 Energy Conservation Construction Code of New York State
2025 Mechanical Code of New York State	2025 Plumbing Code of New York State
2025 Fuel Gas Code of New York State	2025 Existing Building Code of New York State
2025 Property Maintenance Code of New York State	All applicable reference standards associated with the listed codes

**\*Items 1-16 are the absolute minimum** submittal documents required for an application submission and plan review per NYS Title 19 NYCRR Part 1203, NYS Uniform Code, and Chapter 23 of the Laws of Rockland County. Items 17-24 are required to be submitted prior to the issuance of a building permit. Applicants will receive a response within 20 business days of submittal. If additional documentation is requested, the applicant will have 14 business days to reply to the response. If additional documentation is requested, applicants will receive a response within 10 business days and the applicant will have 14 business days to reply to the response. Once the application has been approved and the required PDF documents are received by OBC, plan review will begin within 3 business days. Initial plan review responses will be provided within 35 business days of submittal and any subsequent re-review responses will be provided within 30 days of re-submittal. All documents must be submitted as an original hard copy and PDF files must be emailed to [obcplans@co.rockland.ny.us](mailto:obcplans@co.rockland.ny.us) once the application has been verified as complete. **Building permit applications will not be processed if any code violations exist on the parcel except where the building permit application is to remediate those code violations.**

**\*FAILURE TO COMPLY WITH THE ABOVE WILL CAUSE THE APPLICATION TO BE REJECTED**

### SUBMITTAL DOCUMENTS REQUIRED FOR PLAN REVIEW

Address and SBL:	BULD#		
	Y	N	N/A
1. Completed building permit application. All sections must be completed and signed. (1 set)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Any application indicating that the applicant is other than the deeded owner, documentation is required to indicate that the applicant is connected to the owner and that the owner has granted permission for this construction project. (1 set)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Detailed construction plan (scope of work) narrative signed. (1 set)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Signed resolution and decision letters from all Zoning, Planning and Village Boards. (1 set)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Lot line disclaimer for any merged parcels. (1 set)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Copy of the Site Plan used in the application process of any Zoning, Planning and Village Board variance procedures. (1 set)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>Y</b>	<b>N</b>	<b>N/A</b>
7. County of Rockland NYS GML review documentation. (1 set)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Site plan signed and sealed by a NYS design professional. (2 sets) Site plan must show the following:*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
a) Paper size 12" x 18" minimum, 24" x 36" maximum*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Scale 1" = 10' or 1" = 20'*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Section block and lot number with property address (multiple lots must be disclaimed/merged prior to submittal)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Applicant and deeded owner information*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) North arrow*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) Vicinity map*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g) Legend / key*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h) Original creation date and all subsequent revision dates*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i) Established street grades and the proposed finished grades*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j) Flood hazard areas, floodways, and design flood elevations*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k) Vicinity map indicating the lot location relative to the surrounding lots*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l) Locations of utilities; gas, electric, sewer, domestic and fire service water lines with all pipe sizes and material details*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m) Landscaping and lighting*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n) All set-back distances to lot-lines for all proposed and/or existing buildings, driveways, sidewalks, curbs, walkways, decks, porches, stairs, fences, garbage enclosures*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o) Bulk table measurements complying with the requirements of the Code of the Village of Spring Valley Chapters 255-16 through 255-22*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
p) Floor Area Ratio (FAR) calculations complying with the requirements of the Code of the Village of Spring Valley Table of General Bulk Requirements*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
q) Total stories and the exact height of the building*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
r) Parking calculations complying with the requirements of the Code of the Village of Spring Valley Table of General Use Requirements*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

s) Gross square footage totals for the entire structure*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
t) Fire apparatus / aerial fire apparatus access, fire zone signs and fire lane striping, hydrant locations and distances to structure, dead ends and turnarounds, security gates*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
u) Storm water management, including footings and roof drains discharge locations and runoff directions.*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
v) All building floor elevations, above and below grade, including any cellar, basement, sub-basement.*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
w) Locations of any fence, wall, hedge or other structure or planting complying with the requirements of the Code of the Village of Spring Valley Chapter 255-22*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
x) Any additional requirements set forth by conditions imposed by the Village of Spring Valley Zoning, Planning and Village Boards*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
y) Construction debris dumpster location*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
z) Temporary fencing for securing the property during construction*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>Y</b>	<b>N</b>	<b>N/A</b>
9. Erosion and sediment control plan. (2 sets)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Signed Site Plan (if Village of Spring Valley Planning Board approvals were received). (2 sets)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Construction documents, signed and sealed by a NYS design professional. (2 sets) Construction documents must show the following:*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
a) Paper size: 24"x36" minimum, 30" x 42" maximum*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Scale ¼" = 1' or 3/16" = 1'*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Address and parcel section block and lot number*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Original creation date and all subsequent revision dates*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Description of project with its intended use*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) Occupancy classification and occupant load calculations*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g) Index of pages*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h) Legend / key*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i) Effective codes and local ordinance reference with specifications and paths to compliance*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j) Construction type*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k) Climate, geographical and seismic calculations*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

l) Gross, net and Floor Area Ratio calculations per floor and unit*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m) Elevations of all sides*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n) Details of the thermal envelope*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o) Footings and foundation*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
p) Floor plan and layout*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
q) Roof plan*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
r) Braced wall details and method*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
s) Size, location and design loads of structural members*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
t) Truss drawings with manufacturer details, specifications and load calculations*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
u) Electrical plan and light fixture schedule*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
v) Window and door schedule*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
w) Plumbing plan*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
x) Mechanical plan*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
y) Egress plan and distances*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>Y</b>	<b>N</b>	<b>N/A</b>
12.Fire alarm system shop drawings. (2 sets)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.Fire sprinkler system shop drawings with hydraulic calculations. (2 sets)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.Cooking hood and fire suppression system shop drawings. (2 sets)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.Alternative fire suppression and detection system shop drawings. (2 sets)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16.Energy Code calculations with path of compliance (res-check, com-check, prescriptive). (2 sets)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17.License and insurance certificates for all contractors NOT expiring within 30 days and with certificate of additional insured indicating the Office of Buildings and Codes. Insurance certificates for liability, disability and workman’s compensation. Acceptable forms: C-105.2, U26.3, CE-200, DB-120.1, DB-201.2 & DB-155. (1 set)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18.Drainage Agency permit. (1 set)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19.Floodplain development permit. (1 set)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20.Department of Health Permit for Mosquito Control. (1 set)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. Soil inspection report or letter indicating that one will be provided at the time of excavation. (1 set)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Certificate of occupancy for any existing structure on the parcel. (1 set)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Demolition permit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Any other documentation required by the Authority Having Jurisdiction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b><u>SUBMITTAL DOCUMENTS REQUIRED FOR PLAN RE-REVIEW</u></b>			
	<b>Y</b>	<b>N</b>	<b>N/A</b>
25. Plan review document with associated design professional narrative of responses. (1 set)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. All construction documents affected by the plan review responses with corrections marked by clouds, deltas and revision date. (2 sets)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Any other documents requested in the plan review comments. (1 set)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>