

BUILDING PERMIT PROCESS

Section 51-7 of the Village Code of the Village/Town of Mount Kisco requires that a building permit must be issued by the Building Inspector before any building or structure is erected, enlarged, altered or moved.

If you are planning construction, repair work or general face-lifting of your property, please consult the Building Department to see if a building permit is required. This will avoid problems if you plan to sell or refinance your property at a later date.

To apply for a building permit, you must submit a completed, notarized application, appropriate fees, contractor's proof of insurance, and three sets of plans for your project. You may also be required to submit an up-to-date survey of your property showing your proposed construction.

The Building Inspector will review your plans for completeness, compliance to zoning and building codes. If there are any questions or concerns, you or your design professional will be notified for additional information. The review process generally takes a week to ten days to complete. Once complete, your building permit will be issued and you will be notified it is ready. For some projects, you may need to apply for and obtain additional permits (i.e., tree removal, backflow prevention, etc.) or appear before the Planning Board, Zoning Board of Appeals or Architectural Review Board before your building permit can be approved and issued. The Building Inspector will indicate if any of these additional requirements must be met.

During the construction phase of your project, you may need to schedule a number of inspections to be conducted by the Building Inspector. The Building Department will indicate which inspections apply to your project. Twenty-four (24) hours notice is required to schedule an appointment for an inspection. You can call 864-0019 to schedule inspections or appointments with the Building Inspector.

Please note that the Village requires that All Electricians and Plumbers doing work in Mount Kisco must be licensed by Westchester County. In addition, Westchester County Law requires that Home Improvement Contractors be licensed by the Westchester County Department of Consumer Affairs. The Village/Town of Mount Kisco does not issue electrical permits, nor do they perform electrical inspections. Third Party Inspection Firms are recognized that perform these inspections and provide certificates of inspection to the Village.

When your project is complete, you must apply for a Certificate of Occupancy/Compliance to close the building permit. To apply for a CO, you must submit a complete, notarized application with the associated fees to the Building Department. Once submitted, a final inspection may be scheduled. Sign-offs will be obtained from various departments in the Village, and when all requirements of the permit have been satisfied, a Certificate of Occupancy/Compliance will be issued by the Building Inspector.

For any additional information on the Building Permit process, please contact the Building Department.