BUILDING DEPARTMENT
VILLAGE OF SCARSDALE
1001 POST ROAD
SCARSDALE, NEW YORK 10583
PROCEDURES FOR THE ISSUANCE OF
CERTIFICATES OF USE AND OCCUPANCY & "PRE-DATE LETTERS"

Effective immediately the issuance of "Pre-date Letters" has been reinstated. The Procedures listed below have been developed accordance with the requirements of Section 132-55A - Procedure for a Record Certificate of Use and Occupancy (Items 1 – 6) and Section 132-55B - Procedure for a "Pre-date Letter" (Items 1 – 6).

PROCEDURES: (Effective Immediately – November 8, 2010)

Section 132-55A: Procedure for a Record Certificate of Use and Occupancy Existing Buildings or Structures for which construction began after July 31, 1923 require the issuance of a Certificate of Use and Occupancy.

1. The owner/applicant must make a written request to the Building Inspector for a Certificate of Use and Occupancy to either close out an existing Building Permit or for any correction and legalization work.

2. The owner/applicant must schedule a visual inspection of existing conditions to be performed by the Building Inspector in order to determine the existence of any apparent violations. Violations shall include but not limited to life safety violations, the construction of additions, interior or exterior alterations, and finished basements or attics which have been undertaken and completed without a proper Building Permit and Drawings.

3. The Building Inspector will require the filing of Record Building Permits with Drawings to legalize the work performed. Depending on the work performed, Electrical Permits and Plumbing Permits may also be required to be filed as part of any correction and legalization work.

4. **Where there are no Drawings for the existing buildings and structures located at the subject property on file with the Building Department, Record Drawings of As-built conditions must be filed (to be included as an Amendment to the existing open Building Permits or as part of the Record Permit application) in order to close out any existing open Building Permits as well as any Record Permits filed for corrective and legalization work.**

5. Upon the filing of the proper Record Building Permits and Drawings for correction and legalization of any work (including Electrical and Plumbing Permits, where required), the owner shall schedule the necessary inspections by the Building, Plumbing, and Electrical Inspectors for the approval of the work.

6. Once all inspections have been approved and all required certification and updates of surveys (if required) have been submitted and approved by the Building Inspector, the owner/applicant may file for a record Certificate of Use and Occupancy.

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Section 132-55B: Procedure for a "Pre-date Letter" Existing Buildings or Structures, for which construction began before August 1, 1923, do not require the issuance a Certificate of Use and Occupancy.

1. The owner/applicant must make a written request to the Building Inspector for a "Pre-date Letter".

2. The owner/applicant must schedule a visual inspection to be performed by the Building Inspector in order to determine the existence of any apparent violations. Violations shall include but not limited to life safety violations, the construction of additions, interior or exterior alterations, finished basements or attics which have been undertaken and completed a proper Building Permit and Drawings.

3. The Building Inspector will require the filing of Record Building Permits with Drawings to legalize any work performed. Depending on the work performed, Electrical Permits and Plumbing Permits may also be required to be filed as part of the correction and legalization work.

4. **Where there are no Drawings for the existing buildings and structures located at the subject property on file with the Building Department, Record Drawings of As-built conditions must be filed (to be included as an Amendment to the existing open Building Permits or as part of the Record Permit application) in order to close out any existing open Building Permits as well as any Record Permits filed for corrective and legalization work.**

5. Upon the filing of the proper Record Building Permits and Drawings for correction and legalization of any work (including Electrical and Plumbing Permits, where required), the owner shall schedule the necessary inspections by the Building, Plumbing, and Electrical Inspectors for the approval of the work.

6. Once Items 1 to 5 listed above are complied with, the Building Inspector will issue an appropriate "Pre-date Letter" noting all corrective work and any and all Record Building Permits and Drawings, Plumbing Permits, and Electrical Permits that have been filed for legalization purposes. **Building Permits and Drawings filed for all correction and legalization work will require Certificates of Use and Occupancy.**