

## How to File a Permit in Dobbs Ferry

- Go to [www.dobbsferry.com](http://www.dobbsferry.com)
- From home page click tab that says “Permits & Licenses”
- Under Forms & Applications, click Building Department Permits
- You will be brought to our permitting software site
- If you are new to the site create a login with your email and password of your choice (remember your login info as you will need it for any future permits or to manage current one)
- Choose register
- Click “Apply for Permit” on left.
- Choose in drop down: Building, Electrical, Plumbing, Mechanical, Tree or Sign.
- Choose a type
- Type in description
- Next page type in address of property to file for, click search, click add on the correct property, next
- Add all additional contacts, be sure to add property owner
- Fill in all required fields, print & sign consent form for Building Permits & Sign Permits (owner’s notarized signature required) or for all other applications (Electrical, Plumbing and Mechanical) print, contractor’s signature required
- Upload and submit to Building Department with plan and application fee
- Upload and submit to Building Department contractor license and insurances
- Wait for review email and submit any additional items requested
- After all items are acceptable and review complete and permit paid for, permit will be issued and emailed to the applicant