

How to File for a Permit in Dobbs Ferry

Online application submission is the first step and then physical application and payment must be dropped off or mailed to the Building Department to be placed in queue for review.

- Go to www.dobbsferry.com
- From home page click tab on the left that says “Applications & Licenses”
- Under Permits & Applications, click “Building Department Permits”
- You will be brought to our permitting software site – CitySquared
- **OR** the direct link to CitySquared can be found here - <https://www.citysquared.com/#/app/map/DobbsFerryVillageNY>
- Select “Village of Dobbs Ferry” as your Municipality, if it is not already selected
- Click “Login/Register” in the top right
- If you are new to the site, click “Register” and 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*)
- If you created a new login, you will need to complete registration by verifying role, name, address and contact information
- Once logged in, click “Apply for Permit” on the left side
- Based on the type of permit you are applying for, choose in drop down for “Department:” Building, Electrical, Mechanical, Plumbing, Sign or Tree
- Choose a “Permit Type” based on the permit you are applying for
- Type in description of the proposed work and the other required fields(including owner’s contact information), which are denoted by the asterisk(*) – click “Next”
- Enter property address below “Find Your Property,” click magnifying glass – *do not type out words like street, avenue, etc. as the system uses abbreviations*
- Once property appears, click add on the correct property – click “Next”
- Search for additional contacts – *i.e. owner, contractor, etc.* – and click add. If they are not found in search, a contact can be created by clicking “Create Contact” – click “Next”
- Fill in all applicable and/or required fields(*required fields are denoted by an asterisk - **) – click “Next”

- Upload contractor's county license and insurances – click “Next.” If you do not have digital copies and plan to bring only hard copies of the documents, click “Next”
 - If you are applying for a **Building, Sign or Tree permit**, download and print the consent form. Owner's notarized signature is required. The signed form can be uploaded back into the application by clicking “Upload” and/or the physical copy can be dropped off with in person submission and payment – click “Next”
 - Any other items related to the application can be added here by click “Upload.” Download and print the “Permit Application” page – click “Next”
 - For all other applications - **Electrical, Mechanical or Plumbing** - download and print the application. Contractor's signature is required. The signed form can be uploaded back into the application by clicking “Upload” and/or the physical copy can be dropped off with in person submission and payment – click “Next”
- Review the application information in the drop downs – click “Submit”
- **As payment is not accepted online, a physical copy of application submission documents – i.e. plans, consent form, insurances, etc. - will need to be dropped off in person along with payment. Fees will vary based on the type of application and checks can be made payable to “Village of Dobbs Ferry”**
- Once we receive the physical submission and payment, wait for Inspector's review. Comments with any additional items or board referrals that may be needed are emailed through CitySquared to the contacts associated to the application. **Please note: turnaround time for review will vary based on current volume of applications.*
- Once all required items are submitted, reviewed and are acceptable, and the permit is paid for, permit will be issued and emailed to the applicant and other contacts associated to the application
- Please review the permit – the issued permit will note all required inspections and/or items that will be needed for closeout, once permit is ready to be closed.