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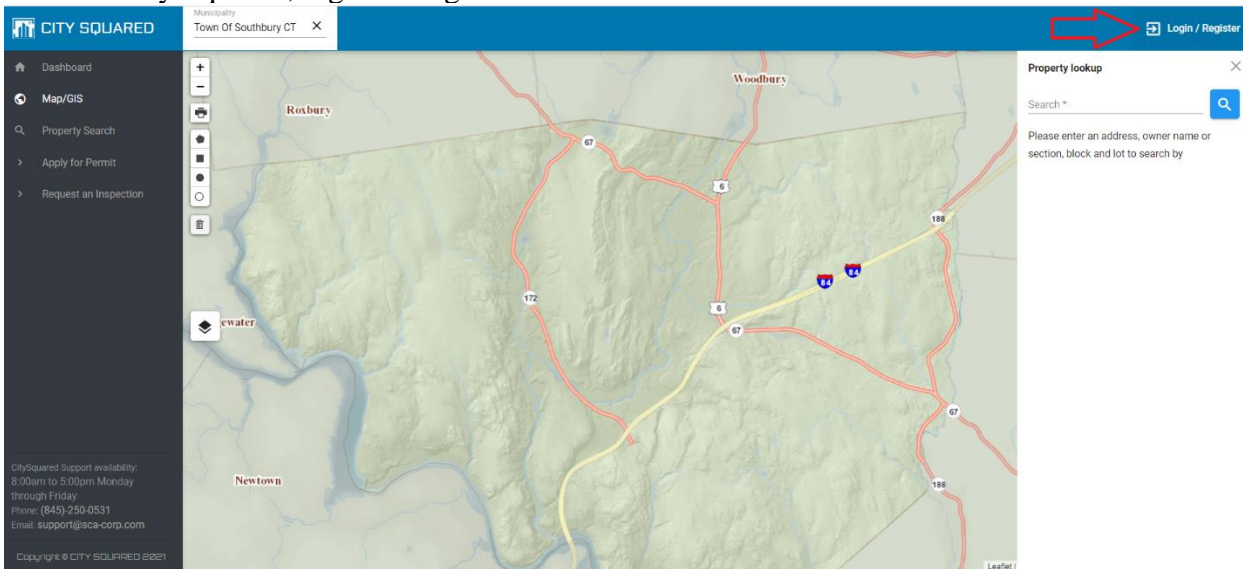


TOWN OF LEWISBORO  
Building Department  
79 Bouton Road  
South Salem, NY 10590

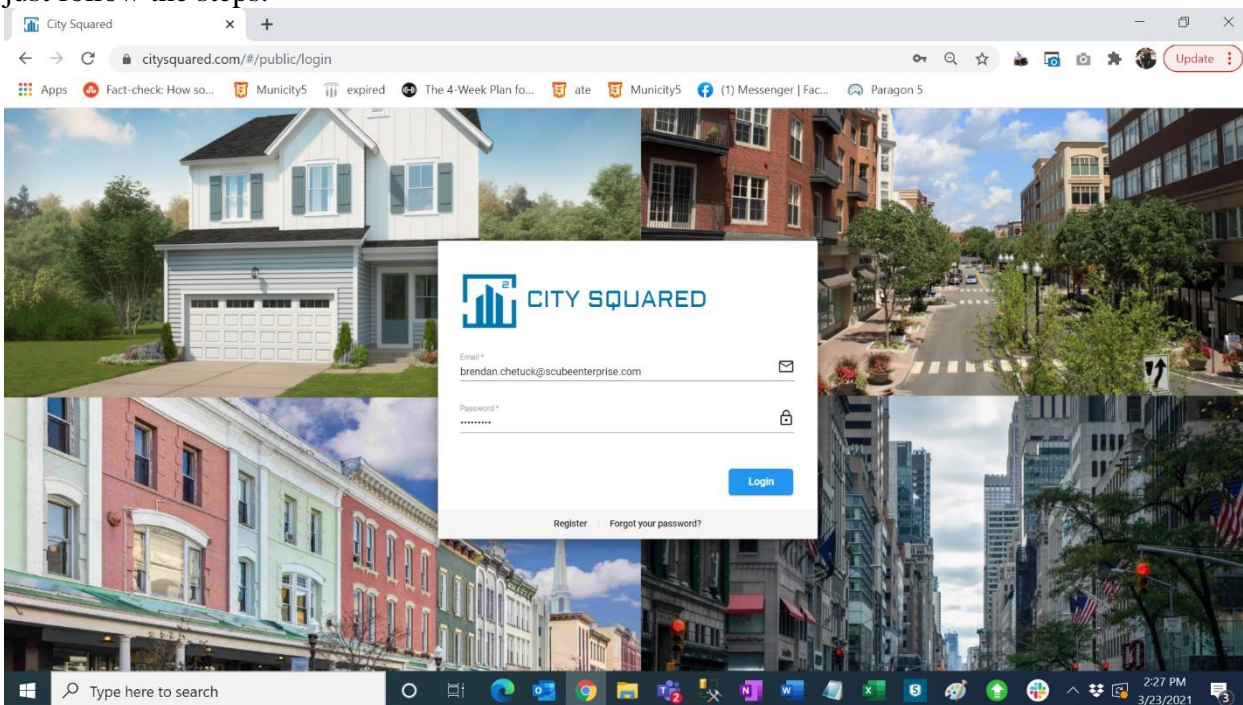
## TOWN OF LEWISBORO, WESTCHESTER COUNTY

Follow the URL below for City Squared ONLINE Permitting:  
<https://www.citysquared.com/#/app/map/LewisboroTownNY>

Once on City Squared, log in or register for an account.



From there, either log in using your credentials, or register for an account. If registering for an account, please just follow the steps.



Once you are logged in, go to “Apply for Permit” on the left-hand side of your screen. From there select the appropriate “department” and the appropriate “permit type”

Lewisboro, NY

Town Of Lewisboro

Matthew Hawley Logout

Dashboard

Map/GIS

Property Search

Apply for Permit

Reporting

Quick Pay

Customizer

Setup page

City/County Support availability  
8:00am to 5:00pm Monday through Friday  
Phone: (845) 250-0531  
Email: support@eca-corp.com

Logout

1 Select Permit Type

2 Submit Application/Permit

Please select the Permit Type you would like to apply for:

Department \* Building Online

Permit Type \*

Detailed Description \*

Click here for Support

Next

You can see at the top of your screen the steps required to complete this application.

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Logout

1 Select Permit Type

2 Select Your Parcel

3 Download Application Instructions

4 Select Your Contacts

5 Document Uploads

6 Electronic Signature

7 Pay Fees

8 Submit Application/Permit

Please select the Permit Type you would like to apply for:

Department \* Building Online

Permit Type \* RESIDENTIAL ADDITION

Detailed Description \*

Cost of Construction \*

Click here for Support

Next

After selecting the appropriate permit type, you will see fields related to that permit type. All fields with an asterisk (\*) are required. But not filling out the other fields that apply to you may delay your permit. Once all the appropriate fields are filled out, select Next.

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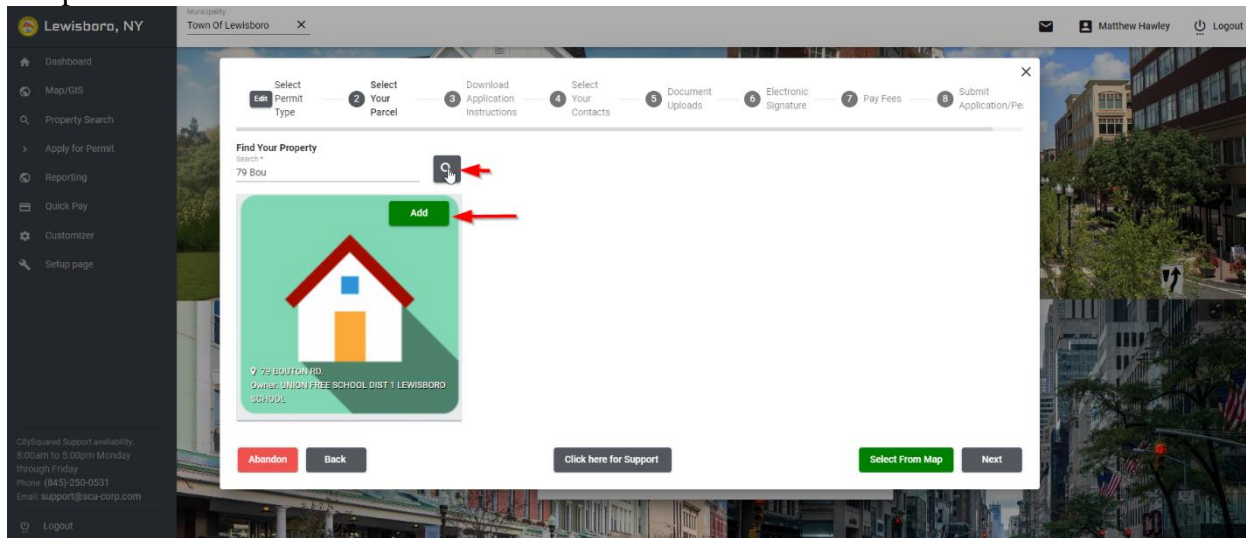
Cost of Construction \*

Click here for Support

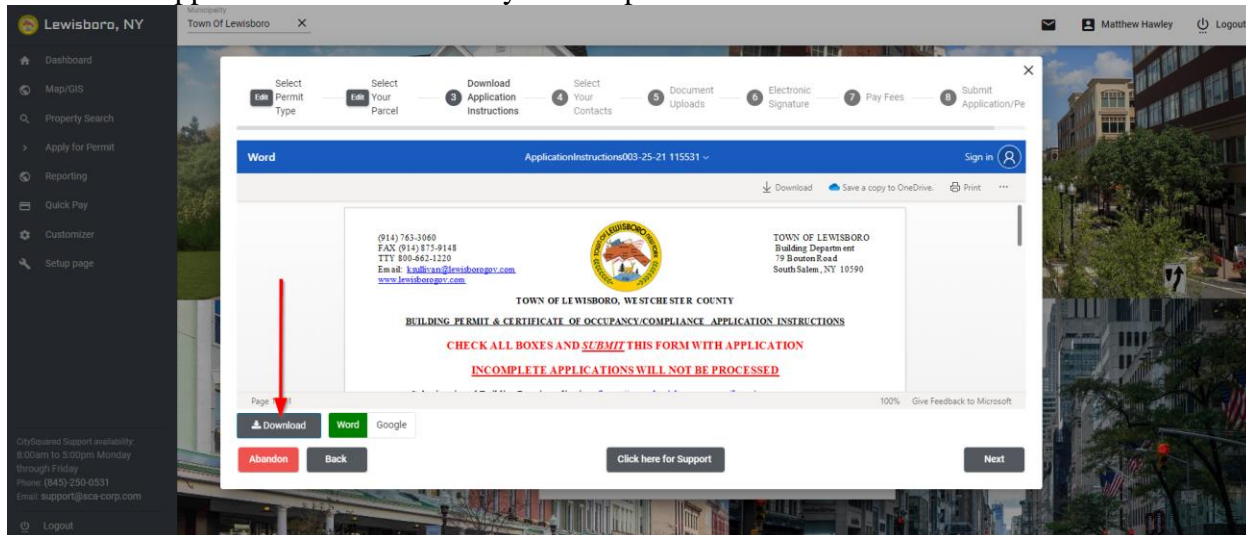
Next



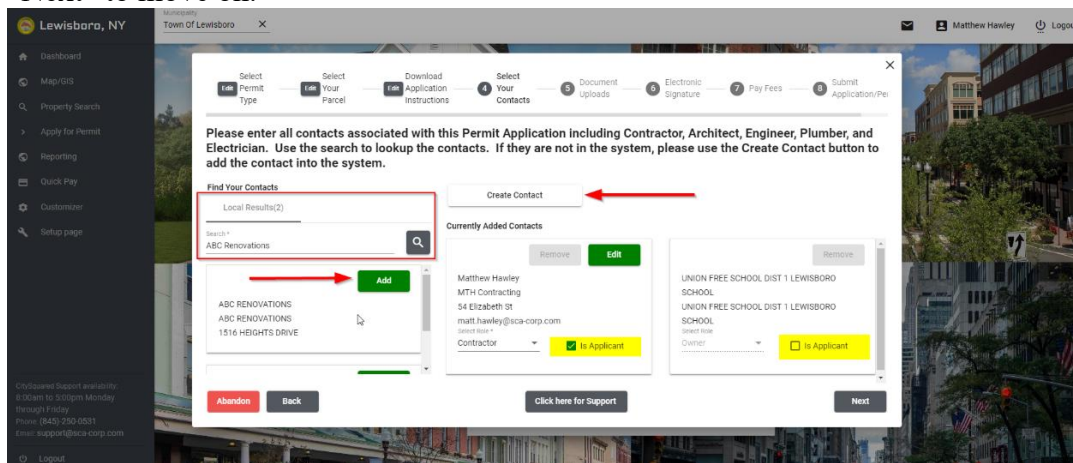
On the “Select Parcel” step, search your parcel address, select “Add” and select “Next” when you are completed.



On the “Download Application Instructions” step, click Download. This will download a copy of the Lewisboro Application Instructions to your computer.



On the “Contact” step, your user information will automatically populate, as well as the owner information. Please select the appropriate contact as the applicant. If you need to add another contact, type the contact name in the search field and click on search icon. Find the contact name and add them onto the application. If the contact is not found when searching, click ‘Create Contact’ and complete the wizard to add the contact. Select “Next” to move on.



Upload all requested documents. Click on the box that says “Drag and Drop or click here to upload”. Your file explorer will open up. Select the appropriate document and open it, this will add it to the application. You can also drag and drop files onto this screen. Once you have added the documents to the system, use the dropdown selector next to each requested document name to identify which upload relates to the requested document. Select “Next” to move on.

The screenshot shows the 'Document Uploads' step of a permit application process. A progress bar at the top indicates the current step. Below it, a message says 'Please Upload Copies of the documents requested below' and lists allowed file types: DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, DXF, CSV, XLS, XLSX, XLSM, XLSB. A large dashed box contains the text 'Drag and Drop or click here to upload'. Below this, a grid of document icons is shown, each with a dropdown menu. The first three icons (LI.docx, DI.docx, WC.docx) are highlighted with a red box. A red arrow points from the '1. Copy of Site Plan' label to the 'Site Plan.docx' dropdown menu. At the bottom, there are 'Abandon', 'Back', 'Click here for Support', and 'Next' buttons.

Certify that you are the appropriate party who should be trying to apply for this permit and that you allow the Town’s professional consultants to enter onto the property to conduct inspections. Make sure all capitalizations match exactly. Select “Next” to move on.

The screenshot shows the 'Electronic Signature' step of the permit application process. A progress bar at the top indicates the current step. Below it, a message says 'By electronically signing this application I hereby grant permission to the Town's professional consultants to enter onto my property to conduct a site inspection.' and a smaller message says 'By entering your name or the name of the company you represent below, you are certifying that all previous information stated is correct to the best of your knowledge and that you are the property owner or have permission from the property owner to apply for this Permit.' Below this, a text input field is shown with the name 'Matthew Hawley' entered. A red arrow points to the input field. At the bottom, there are 'Abandon', 'Back', 'Click here for Support', and 'Next' buttons.

On the “Pay Fees” screen, please put in your credit card information or your e-check information and then select the next button.

Lewisboro, NY

Town Of Lewisboro

Matthew Hawley Logout

Select Permit Type Select Your Parcel Download Application Instructions Select Your Contacts Document Uploads Electronic Signature **7 Pay Fees** 8 Submit Application/Permit

**Calculated fees**

Fee type	Comments	Amount
BUILDING PERMIT FEE	Amount* \$000	\$150.00
CERTIFICATE OF OCCUPANCY FEE	Amount* \$000	\$50.00

**Fees**

Fee type	Comments	Amount
RECORDS MANAGEMENT FEE		\$2.00

**Total: \$202.00**

Card number\* Month\* Year\* CVV\*

\*Last 3 digits on the back of your credit card (4 digits on the front, above your credit card number for American Express)

Billing Name\* Billing Postal Code\*

Calculate Convenience Fee

Abandon Back Click here for Support Next

After pressing the next button, you have the option to choose if you would like to receive notifications about your application.

Review the information on this page and click on the submit button to submit the application to us.

Select Permit Type Select Your Parcel Select Your Contacts Upload Plans Optional Electronic Signature Pay Fees Optional **7 Submit Application/Permit**

**Submit Application/Permit**

Your Application is ready to be submitted. Please review the information below:

☒ Notify Me about changes to My Application via email.

Important data

Contacts that are involved

Selected Properties

Fees

Abandon Back Click here for Support Submit

Your application is now submitted. We will review the application and contact you with any additional information we may need or fees that may need to be paid. If you selected that you did wish to be notified about changes to the application, you will receive automated emails on updates from the system.