

VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 HARBOR HILL ROAD
EAST HILLS, N.Y. 11576



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BUILDING PERMIT APPLICATION FILING REQUIREMENTS

The following items must be included with this application.

Incomplete applications will not be accepted.

1. Completed application form signed and notarized, including all contractor information, property address and owners mailing address if different.
2. Two copies of survey showing existing structures (projects subject to height setback requirements may require topographical survey – please inquire).
3. Two sets of complete plans drawn to scale and conforming to the requirements of the Building Code. Plans for all structures (i.e. buildings, extensions, additions, alterations, raised decks, retaining walls etc.) are to be prepared by a Registered Architect or licensed Professional Engineer and be stamped and signed. Plans must clearly define all areas of work and indicate extent of demolition and scope of work.
4. Two copies of plot plan or site plan. Site plans for all new buildings, expansions or accessory structures, or any other project requiring any change in grade or addition of impervious surfaces, will include the following.
 - A. Dimensions of lot.
 - B. Whether the lot is a corner lot or inside lot, with distance to nearest corner.
 - C. Location and dimensions of *all* structures (i.e. buildings, sheds, decks, pools, patios, retaining walls, fences etc.), existing and proposed, including elevations (include F.F., T.O.F., garage F.F., T.O. curb, roadway, grades).
 - D. Area of lot, area of footprint of all structures, existing and proposed, and percentage of lot covered.
 - E. All setbacks.
 - F. All accessory equipment (i.e. AC compressors, generators, pool equipment, oil or propane tanks etc.).
 - G. All septic and drainage structures, existing and proposed, and including clearances, size of structure and area to be drained.
 - H. Grading and drainage plan showing drainage of all impervious surfaces and all ground surface flow.
 - I. Location and detail of all erosion control components to be maintained throughout construction.
 - J. All existing trees on property indicating all trees to be removed and means of protection for trees to remain, in accordance with Chapter 186 of Village Code; Tree Preservation and Protection. Plan must indicate size and species of all existing trees and any proposed replacements.
 - K. Location and description of temporary safety fencing.
 - L. Location of all utilities and easements.
5. Permit applications for all additional work performed under Building Permit (i.e. plumbing, septic/drywell, fence, street opening, temporary storage container, tree removal, etc.).
6. Short Environmental Assessment Form.
7. Nassau County Assessors Form.
8. Construction Regulation Form signed by General Contractor, Property Owner, Plumber and Electrician.
9. Architect's Statement signed by architect of record for the project and notarized
10. Indemnity and Hold Harmless Agreement signed by property owner and notarized
11. Contractors' insurance certificates for liability, workman's compensation (C-105) and disability (DB-120) insurance with Village of East Hills listed as certificate holder. **Original certificates only; no faxes or copies of any certificate will be accepted. Workman's comp will not be accepted on Accord forms. Liability certificates must indicate that NO EXCLUSIONS APPLY.**
12. Copy of contractor's Nassau County Consumer Affairs license.
13. Check, made out to the Village of East Hills, for application fee(s), including \$100.00 non-refundable application fee for Building Permit plus applicable application fees for additional permits needed.

All additional permit fees are due when permits are picked up. All fees must be paid within 30 days of permit approval or application will be deemed null and void.

Building permits expire one year from date of issue. Renewals are as follows:

First renewal - \$200.00 (one year); Second renewal - \$500.00 (one year);

All subsequent renewals are \$500.00 for each six month period.

Renewal fees continue to accrue until all requirements are met, a final inspection is passed and a Certificate of Occupancy or Certificate of Completion is issued. **This is solely the responsibility of the property owners and/or their agents. No exceptions will be made.**