

# VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

Mayor  
Michael R. Koblenz

Deputy Mayor  
Emanuel Zuckerman

Trustees  
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## Inspection Requirements for Building Permits

**A valid building permit must be displayed at the site.**

**Approved construction plans and all prior inspection reports must be available at the site at all times.**

**NO WORK ON SATURDAYS, SUNDAYS AND HOLIDAYS.  
Village holidays can be found in the East Hills Village Calendar.**

**Notify building department a minimum of 48 hours in advance for inspections. Failure to have required inspections may result in summonses, permit revocation and the rejection of un-inspected work.**

**THE FOLLOWING IS A LIST OF COMMON REQUIRED INSPECTIONS. Other inspections may be required depending on type of project (i.e. Gas Line Pressure Test, Pre-Backfill for retaining walls, concrete slabs, septic and drywell etc.). It is the responsibility of the property owner and the General Contractor to ensure all inspections are performed.**

- 1. Pre-construction Site Inspection:** After all required safety fence and erosion control elements are installed and prior to starting any construction, demolition or other site work.
  - 2. Footing Inspection:** Call for inspection when forms for footings are complete before any concrete has been poured. Lot is to be staked out so that set-backs can be verified.
  - 3. Foundation Forms:** Call for inspection when all forms are set and all dowels and re-bar are in place.
  - 4. Foundation:** Call for inspection of completed foundation, footings, footing drains, gravel and water proofing. The top course of foundation block must be solid and contain foundation bolts.
- Note:** All new dwellings (or extensions when required by Building Inspector) require a foundation location survey to be submitted prior to framing. Survey must include elevation at top of foundation and location of all septic and drainage structures.
- 5. Strapping & Anchors:** Call for inspection when all wind resistant strapping and anchors are in place prior to being covered with sheathing.
  - 6. Plumbing (below ground):** Call for inspection of all below surface plumbing prior to pouring slab. No plastic or hub-less piping is permissible in or under concrete.
  - 7. Framing:** Call upon completion of all framing (floors, walls, ceilings and roofs). In addition, strapping for hurricane reinforcement, windows and sheathing must be installed. For new houses, an architect's certification letter is required prior to inspection. Letter must note **all** changes from approved plans and certify all construction to that point.
  - 8. Rough Plumbing and Fire-stopping:** Completed installation of all proposed domestic, waste and vent lines and fire-stopping of all penetrations **prior** to insulating.

**Note:** rough electric must be inspected by a certified electrical inspection agency prior to insulation and wall closure. Proof of inspection required.

- 9. Insulation:** Before inside walls are covered, call for inspection of insulation. Insulation must be in conformance with NY state energy conservation regulations. All requested revisions and/or certification letters are required to be submitted **prior** to closing walls. All prior inspection reports **must** be available on site – **no exceptions**. An air seal (vapor barrier) inspection may be required prior to installation of batt insulation.

- 10. Final Inspection:** Call for inspection upon **completion** of project including all appliances, fixtures and site work. Additional documentation, such as final survey and electrical certificate may be required.

**\*\*\*\*\* Permits expire 1 year from date of issue and must be renewed prior to expiration. Renewals are as follows: First renewal (1 year) \$200.00, second renewal (1 year) \$500.00, subsequent renewals (6 months each) \$500.00.** Permits which expire will be subject to a re-instatement fee of .75% of all construction costs as per original application. Permits expired two years or more will be subject to a 1.5% re-issue fee. 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.**