

INCORPORATED VILLAGE OF EAST HILLS

209 Harbor Hill Road, East Hills, NY 11576

Phone: 516 621-5600

Fax: 516 625-8736

Application for Building Permit

To be completed in triplicate, in ink or typed and submitted to the Village Clerk along with plans and specifications.

PREMISES: SECTION
BLOCK LOT
ZONE CLASS
LOCATION

House Number, Street, Distance from Nearest Corner

Date Issued _____
CERTIFICATE OF OCCUPANCY NO.
DO NOT WRITE IN THIS SPACE

Applicant: No work is to be started until permit has been received

- 1. STATE PROPOSED WORK IN DETAIL:
- 2. ESTIMATED COST OF CONSTRUCTION:
- 3. AREAS: Lot _____ sq. ft. Existing Bldgs: _____ sq. ft. Proposed Bldg. _____ No. of Stories _____
Percent of Lot Coverage: Exist. Bldgs. _____ %; Proposed Addition _____ %; Total _____ %
- 4. TYPE: One Family Bus. Bldg. Public Bldg. Misc. Construction Type _____
- 5. Distances from Proposed Building from Property Line:
Front Yard Side Yard Side Yard Rear Yard
Main Building _____ FT. _____ FT. _____ FT. _____ FT.
- 6. WORKER'S COMPENSATION, DISABILITY AND LIABILITY INSURANCE: Submit Original Certificates With Application
- 7. OWNER. Address Tel.
If corporation, state name and address of officer authorized to make this application:
- 8. ARCHITECT Address Tel.
- 9. CONTRACTOR Address Tel.
Nassau County Home Improvement License #
- 10. PLUMBER Address Veh. Lic. #
- 11. ELECTRICIAN Address Veh. Lic. #

AUTHORIZATION OF OWNER:

I, _____, owner of record of premises located at _____
(Name) (Address)
do hereby authorize _____ as agent to file an
application for the work specified herein. _____
(Signature of Owner)

STATE OF NEW YORK, COUNTY OF NASSAU, ss.: _____
(Name)
..... being duly sworn, deposes and says, that he is a) Owner of Record,
b) Agent or Owner, or c) authorized officer of corporate owner (circle one) of the property at
..... and that all statements made in this application are true and correct.

In consideration of the granting of the permit requested and approval of plans the applicant agrees to comply with all rule and regulations of the Zoning and Building Code, and DEED restrictions and with every other provision of the law of the Village of East Hills, and with every other provision of law relating to the erection or alteration of said building in effect at this date.
Sworn to before me this
..... day of Signature of person making application
.....
Notary Public, Nassau County, N.Y.

No permit will be issued until this Application shall have been properly executed. Make check payable to Village of East Hills. An additional permit is also required for street opening or tunnel for water, sewer or gas connection.

DATE RECEIVED	APPLICATION FEE \$
	BUILDING PERMIT FEE \$
	PLUMBING FEE \$
DATE APPROVED	CERTIFICATE OF OCCUPANCY FEE \$
	OTHER FEES \$
	TOTAL \$
DATE PERMIT ISSUED.....	PERMIT NO. RECEIPT NO.

Permit Expires One Year From Date of Issue
First renewal (1 year) \$200, second renewal (1 year) \$500, subsequent renewals (6 months each) \$500.
Construction Work Permitted MON - FRI 8AM TO 5PM only

VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

Mayor
Michael R. Koblenz

Deputy Mayor
Emanuel Zuckerman

Trustees
Gary Leventhal
Clara Pomerantz
Brian J. Meyerson



Village Attorney
William C. Burton, Esq.

Village Clerk-Treasurer
Donna Gooch

209 Harbor Hill Road
East Hills, NY 11576
(516) 621-5600
(516) 625-8736 fax

CONSTRUCTION REGULATIONS

I, the undersigned, do hereby acknowledge that The Village of East Hills, through the village clerk, has notified me of the following partial list of regulations pertaining to building construction:

- 1) Permitted times for construction and construction related activities (i.e. dumpster and material deliveries) are Monday – Friday, 8am – 5pm only. **No work** is to be done on **Saturdays, Sundays** and village **Holidays**.
- 2) No dumpsters, construction debris, sand, dirt or building materials of any kind are permitted in any roadway.
- 3) Construction debris must be loaded directly into a container or neatly piled and securely covered at all times.
- 4) Advertising signs are not permitted.
- 5) All work areas must be completely surrounded with a fence as per code and determination of the Building Dept.
- 6) Building permit card must be displayed at all times while permit is open.
- 7) Stormwater and erosion control is the responsibility of the contractor/homeowner. All required control elements must be in place prior to start of construction and be maintained throughout.
- 8) Removal of trees 5” in diameter or larger requires a permit. All tree permit applications should be submitted with building permit applications.
- 9) Tree protection for all trees in the work area must be in place prior to the start of construction and maintained throughout. Final grading within ten feet of trees is to be done by hand only.
- 10) It is the responsibility of the contractor/homeowner to ensure that all inspections are performed as required. Failure to ensure all required inspections are performed is a material breach of the conditions of the Building Permit.
- 11) Each undersigned contractor must immediately notify the Building Department if they, for any reason, terminate or are terminated from this project. In addition, it is the responsibility of the property owner and contractor to notify the Building Department of any change of contractor. All notifications must be in writing.
- 12) All construction sites must maintain adequate lighting throughout project and provide solar lighting when there is no electric service.
- 13) All major project sites must maintain rodent control elements (bait boxes) throughout construction.

Violations may result in an appearance ticket that carries a fine of up to \$5,000.00 being issued to the general contractor and/or homeowner and the possible suspension or revocation of the building permit.

I further acknowledge that I may not use spaces granted under a building permit until all required inspections are completed, required documents are submitted, (i.e. final survey and or electrical inspection certificate), and a Certificate of Occupancy or Completion is obtained and grant permission for Code Enforcement Officials, Zoning Board members, Architectural Review Board members and other agents of the Village to enter onto the property for the purpose of performing any necessary inspections.

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 re-issue fee of 1.5% of all construction costs.

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.

Homeowner (Signature) Date

General Contractor (Signature) Date

Homeowner (Print)

General Contractor (Print)

Electrician (Signature) Date

Plumber (Signature) Date

Electrician (Print)

Plumber (Print)

Property Address



**BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY**

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: _____

NBHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION

Location of Building: N.E.S.W. SIDE OF (OR CORNER OF) _____ N.E.S.W. SIDE OF _____

ADDRESS OF PROPERTY _____

Check one: OWNER OR LESSEE

NAME OF BUSINESS _____

CITY, TOWN, VILLAGE _____ ZIP _____

CONTACT PERSON/OWNER _____

ESTIMATED COST OF CONSTRUCTION: _____

ADDRESS _____

CITY, STATE, ZIP _____

WORK MUST BEGIN BY _____

PRINCIPLE TYPE OF CONSTRUCTION

STEEL

MASONRY

FRAME

PHONE _____

EMAIL _____

PERMIT EXP DATE _____

LOT SIZE S.F. _____

BLDGS ON LOT _____

**IF YOU WISH TO GROUP OR APPORTION LOTS
PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION**

DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)

*INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT

PERMIT TYPE - CHECK ALL ITEMS THAT APPLY	DOES RESIDENCE HAVE THE FOLLOWING
<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION (CHANGE IN S.F.) <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.) <input type="checkbox"/> MAINTAIN (PRE-EXISTING) <input type="checkbox"/> RECONSTRUCTION <input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT <input type="checkbox"/> DORMERS <input type="checkbox"/> OTHER _____	CENTRAL AIR YES <input type="checkbox"/> NO <input type="checkbox"/> FINISHED ATTIC YES <input type="checkbox"/> NO <input type="checkbox"/> BASEMENT FINISH 1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> FULL <input type="checkbox"/>
<input type="checkbox"/> FIRE DAMAGE <input type="checkbox"/> GARAGE/ OUT BUILDING <input type="checkbox"/> HVAC <input type="checkbox"/> PLUMBING <input type="checkbox"/> RELOCATION <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> TENNIS COURT <input type="checkbox"/> CHANGE IN USE	

PROPOSED TOTAL PLUMBING FIXTURES

FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR
BATHROOM SINK				
TOILET				
BATHTUB				
STALL SHOWER				
BIDET				
KITCHEN SINK				
WET BAR				

NUMBER OF EXISTING AND PROPOSED BATHS

NUMBER OF EXISTING FULL BATHS		NUMBER OF PROPOSED FULL BATHS	
NUMBER OF EXISTING HALF BATHS		NUMBER OF PROPOSED HALF BATHS	

HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES

NEW C/O NEEDED YES NO

VARIANCE OBTAINED YES NO

CONSTRUCTION/RENOVATION IN EXCESS OF 50% YES NO

SURVEY ENCLOSED YES NO

PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE

DATE OF GRANTING OF PERMIT _____

Signature of Applicant/Contact Person - Sign & Print _____

**SEPARATE APPLICATION SHALL BE
MADE FOR EACH BUILDING**

Address of Applicant/Contact Person _____ Telephone _____

FIELD REPORT ON REVERSE

TOWN _____
SCHOOL DISTRICT _____
SECTION _____
BLOCK _____
LOT(S) _____
CA # OR BLDG # _____
UNIT # _____
DATE _____

VILLAGE OF EAST HILLS
INCORPORATED JUNE 24, 1931
SHORT (PRELIMINARY) ENVIRONMENTAL ASSESSMENT FORM

Project: _____

Location: _____ Sec _____ Blk _____ Lot _____

Instructions

- (A) In order to answer the questions in this short EAF it is assumed that the preparer will use currently available information concerning the project and the likely impacts of the action. It is not expected that additional studies, research or other investigations will be undertaken.
- (B) If any question has been answered YES the project may be significant and a completed Environmental Impact Statement is necessary.
- (C) If all questions have been answered NO it is likely that this project is not significant.
- (D) Environmental assessment:

1. Will the project result in a large physical change to the project site or physically alter more than 10 acres of land? Yes ___ No ___
2. Will there be a major change to any unique or unusual land form found on the site? Yes ___ No ___
3. Will the project alter or have a large effect on an existing body of water? Yes ___ No ___
4. Will the project have a potentially large impact on ground-water quality? Yes ___ No ___
5. Will the project significantly affect drainage flow on adjacent sites? Yes ___ No ___
6. Will the project affect any threatened or endangered plant or animal species? Yes ___ No ___
7. Will the project result in a major adverse effect on air quality? Yes ___ No ___
8. Will the project have a major effect on the visual character of the community or scenic views or vistas known to be important to the community? Yes ___ No ___
9. Will the project adversely impact any site or structure of historic, pre-historic or paleontological importance or any site designated as a critical environmental area by a local agency? Yes ___ No ___
10. Will the project have a major effect on existing or future recreational opportunities? Yes ___ No ___
11. Will the project result in major traffic problems or cause a major effect to existing transportation system? Yes ___ No ___
12. Will the project regularly cause objectionable odors, noise, glare, vibration or electrical disturbance as a result of the project's operation? Yes ___ No ___
13. Will the project have any impact on public health or safety? Yes ___ No ___
14. Will the project affect the existing community by directly causing a growth in permanent population of more than 5 percent over a one year period OR have a major negative effect on the character of the community or neighborhood. Yes ___ No ___
15. Is there public controversy concerning the project? Yes ___ No ___

Preparer's Signature: _____ Title: _____

Representing: _____ Date: _____

For Agency Use:
Reviewed by: _____ Title: _____

Determination: _____

Signature: _____

Date: _____

VILLAGE OF EAST HILLS
INCORPORATED JUNE 24, 1931

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



TELEPHONE: (516) 621-5600
FAX: (516) 625-8736

**DEFENSE, INDEMNITY, AND HOLD HARMLESS
UNDERTAKING AND DISCLOSURE AGREEMENT**

TO BE COMPLETED BY THE APPLICANT

KNOW ALL MEN BY THESE PRESENTS that we the undersigned being the owner and/or permit holder (the "Applicant") with respect to certain improvements to the following real property known as

_____, East Hills, NY a/k/a Section ___ Block ___ Lot(s)_____, on the Nassau County Land and Tax Maps, hereby shall defend, indemnify, and hold harmless the Incorporated Village of East Hills and its agents and employees from and against all claims, damages, losses, and expenses including any attorney's fees arising out of or resulting from the permit holder's operations within the Incorporated Village of East Hills provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission of the permit holder, its agents, anyone directly engaged or employed by any of them or anyone for whose acts any of them may be responsible for or any third party regardless of whether or not said loss is caused in part by a party indemnified hereunder.

A copy of this Undertaking shall be filed with the insurance company (or its agents) providing the insurance for the project covered under the permit issued by the Village of East Hills Building Department.

The Applicant acknowledges and agrees that the proposed improvements and all application documents submitted will be addressed in a public forum and that in accord with New York's Freedom of Information Law, the public is to be provided access to all documents concerning the application including by internet or web access as well as review of documents maintained at Village Hall.

IN WITNESS WHEREOF we have hereunto set our hand this ___ day of _____, 2____.

Signature

Signature

Print Name

Print Name

STATE OF NEW YORK

ss:

COUNTY OF NASSASU

On the ___ day of _____, 2____ before me came the undersigned known to me to be the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that they executed same.

Notary Public

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INCORPORATED JUNE 24, 1931

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EAST HILLS, N.Y. 11576



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ARCHITECT'S STATEMENT

Project Address: _____ Date: _____

Project Description: _____

Architect of Record: _____ Lic #: _____

FLOOR AREA

The sum of the horizontal areas of the floors in each story of a building or buildings (having a floor or floors) measured from the exterior of the outside walls of such building or buildings without exclusion of any areas on the floors being measured whatsoever (i.e., including attached garages, closets, bathrooms, stairwells and other open areas, and all accessory buildings), except that basements shall be excluded. For half stories (including storage areas over garages and one-story areas, etc.), horizontal areas that contain no habitable space, where the vertical distance between the floor joists and the roof rafters or ridge (not ceiling joists, collar ties or truss cords, etc.) above is less than seven feet and where the outboard end of the rafters rests directly on the bottom plate, shall be excluded. Where more than one roof structure covers this area, the vertical measurement shall be taken from the higher of the two structures. Further, for horizontal areas where the first-story floor to second-story ceiling height is 14 feet or greater, twice the horizontal area shall be included, and for horizontal areas where the first-story floor to second-story ceiling height is greater than 10 feet and less than 14 feet, 1 1/2 the horizontal area shall be included. This applies whether or not a second floor structure exists. [Amended 7-21-2008 by L.L. No. 3-2008; 6-24-2015 by L.L. No. 1-2015]

Are all areas of the structure that meet this definition included in your floor area calculations?

- Yes
- No

Are all storage areas and non-habitable space clearly marked on the appropriate **floor plan** submitted?

- Yes
- No

Substantially Improved Structure is defined as: The enlargement, replacement or alteration of any structure, the cost of which equals or exceeds 50% of the market value of the preexisting **structure** prior to the time of the improvements. Sec. 271-267

Will the proposed project result in a substantially improved structure as defined above?

- Yes
- No

Do the plans and project description submitted adequately reflect the entire degree of renovated or altered areas (removal and replacement of systems, insulation, sheathing etc.)?

- Yes
- No

Foundation Elevation: "On graded sites, the top of any exterior foundation shall extend above the elevation of the street gutter at a point of discharge"....."a minimum of 12 inches plus 2 percent" (R403.1.7.3 in part)

If this project is a new house, does the foundation elevation meet this requirement?

- Yes
- No

Are all proposed elevations needed to determine compliance clearly marked on site plan (TOF, FF, Garage FF, discharge points to roadway, adjacent grades)?

- Yes
- No

I, _____, am the Architect of Record for the above project. I have read the above and understand that, as the designer of this project, it is my responsibility to ensure that the project complies with all applicable codes and regulations and attest that the above answers are true and accurate to the best of my knowledge.

Signature: _____

Date: _____

Sworn to before me this

_____ day of _____, 20____