

VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 HARBOR HILL ROAD
EAST HILLS, N.Y. 11576
TELEPHONE: (516) 621-5600
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DEMOLITION CHECKLIST

(ONLY COMPLETE APPLICATIONS ARE ACCEPTED)

For Demolition Application:

- Application for Building Permit
- Construction Regulations Form
- Nassau County Assessors Form
- Indemnity & Hold Harmless Agreement
- Short (Preliminary) Environmental Assessment Form
- \$100 Application Fee
- Existing survey
- Deed of owner of existing house
- Contractor's Nassau County Consumer Affairs License
- Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and included as an additional insured with no exclusions
- Electricity shutoff letter
- Water shutoff letter
- Gas shutoff letter or letter confirming there is no gas service
- If burner is oil fired, certification of oil tank removal (from Plumber) or abandonment (from Nassau County Department of Health)
- Asbestos letter from engineer stating no asbestos. If asbestos is present, a letter of abandonment from company that is removing it, including chain of custody for proper disposal
- Copy of "Letter of Demo" that will be sent to neighboring residents (ie: Contact information for contractor, homeowner, date of demo, etc)
- A security deposit in the amount of \$50,000 cash or surety bond (must be original with raised seal)
- A security deposit in the amount of \$15,000 bank or certified check deposited with the Village for any damage to highways or roads

New House Permit Application Items Required Before Demolition:

- Written Architectural Review Board Decision
- Building Plans for new construction (compliant with ARB decision)
- Landscaping Plan (compliant with ARB decision)
- New Septic Tank/Leaching Pools/Drywells shown on site plan with all setbacks

Site Preparation (After demolition application is submitted, but before issuance):

- Erosion control in place
- Tree protection in place
- Six foot locking fence around property
- Walk through by Building Department (BEFORE any demo)
- Board of Health Letter for Rat Check (order AFTER ok from inspector- only valid for 14 days)

After Permit Issuance and Before Demolition:

- Old Septic Tank/Leaching Pools/Drywells – letter of abandonment, copies of pump sheets

NOTICE OF DEMOLITION

DEAR NEIGHBOR:

PLEASE BE ADVISED THAT A DEMOLITION
PERMIT HAS BEEN ISSUED FOR THE PROPERTY
AT:

(PROPERTY ADDRESS)

THE ACTUAL REMOVAL OF THE BUILDING IS
SCHEDULED FOR:

(DATE)

IF YOU HAVE ANY QUESTIONS OR CONCERNS,
PLEASE FEEL FREE TO CONTACT
(CONTRACTOR/BUILDERNAME)
AT (PHONE#).

(NAME AND ADDRESS OF CONTRACTOR)