

## Permits

The following chart is intended as general guidance in determining whether or not a permit is needed for work at your home. It is not intended to cover every project. Each change to your home is unique and there are many variables that may trigger the requirement for a permit. It is the responsibility of the homeowner and contractor to determine whether or not a permit is required for each project. WHEN IN DOUBT, PLEASE CALL THE BUILDING DEPARTMENT: 516-621-5600

PROJECT TYPE	PERMIT REQUIRED	PERMIT NOT REQUIRED
Extensions, Additions or Interior Alterations	A permit is always required.	
Finishing Storage Space (basements, attics, garages, etc.)	A permit is always required.	
Interior Renovations	A permit is required any time sheetrock is being removed/replaced.	Painting, flooring, trim/millwork, and minor repairs.
Direct Replacement of Kitchen and/or Baths	A permit is always required.	
Siding	A permit is always required.	
Windows	Installation or replacement of any windows or skylights. Changing the size(s) or configuration of windows and/or doors.	Repairs, including sash replacements in existing windows.
Roofing	Any changes to framing/structure, including the installation of skylights.	Replacing shingles with the same type as existing.
Decks	Installation, enlargement or repairs that affect the structure or framing.	Minor repairs only.
Driveways, Walkways, Stoops and Patios	Installation or enlargement of driveways, patios and walkways.	Minor repairs; Re-asphalting driveway, replacing existing stoops and walkways with no change in overall size. Re-facing, covering, or replacing patio with no change in size AND provided patio was previously installed with a permit.
Plumbing	Installation of new fixtures or equipment, replacement of existing fixtures.	Repairs to existing fixtures or equipment.
Electrical	Service upgrades or electrical work done as part of permitted work (required to be performed by an Electrician licensed in the Village of East Hills and final electrical certificate provided).	Minor repairs, installation of new devices or fixtures, and replacement of existing fixtures (required to be performed by an Electrician licensed in the Village of East Hills)
Fences	Installation, replacement or extension of any fence over 3 feet in height.	Repairs to existing fences.
Sheds	Sheds 30 square feet and over and all accessory buildings and structures.	Portable sheds and storage containers less than 30 square feet.
Retaining Walls	Installation or replacement of any retaining wall 24 inches or more in height. All retaining walls must be on their own building permit application.	Minor repairs to existing walls or installation of garden walls less than 24 inches in height that will not affect the surface flow of water.
Swimming Pools and Sports Courts	A permit is always required with ZBA approval for a special exemption.	
Accessory Equipment or Systems	Installation of any accessory systems (central AC and mini-split AC systems, generators, solar panels, etc.)	Please call the Building Department if you have any questions.
Tree Removal	Removal, excessive pruning or alteration of any tree over 3 inches in diameter (measured 4 feet above the ground).	Normal maintenance pruning.
Landscaping	Any change of grade that may affect surface water flow.	Spreading topsoil or mulch. Planting trees, bushes or lawns.
Septic Systems	Installation, replacement or enlargement of a system.	Repairs to existing pipes, pumping and maintenance.
Drywells	Installation, replacement or enlargement of a system.	Repairs to existing.