



VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 Harbor Hill Road, East Hills, New York 11576
Telephone (516) 621-5600 • Fax (516) 625-8736

APPLICATION FOR COMMERCIAL BUILDING PERMIT

Project Location: _____ **Suite:** _____

Section: _____ **Block:** _____ **Lot(s):** _____ **Zone:** _____

1. Nature of work to be performed: _____

Is this an application to Legalize & Maintain present status (has work already been started)? Yes No

2. Estimated cost of proposed work (inclusive of labor and materials): \$ _____

3. Will this project include a change in use of the building? Yes No

Existing use: _____ Proposed use: _____

4. Will this project result in a change in lot coverage? Yes No

5. Will this project result in an increase in square footage of the building? Yes No

6. Will this project result in a decrease in any of the front, rear or side yards? Yes No

7. Does this project include any of the following: (check all that apply – separate forms may be necessary)

Plumbing Work Electrical Work Tree Removal(s) Drywell(s) Fence Fire Sprinklers

8. Is this application part of a larger/ phased project? Yes No

9. Who should be the primary contact for this application?

Owner Tenant Architect Contractor Expediter Other _____

10. Owner(s): _____

If owner is a corporation, state name of officer authorized to make this application: _____

Phone #: _____ Email(s): _____

Mailing Address: _____

11. Tenant (Company Name): _____ Contact Name: _____

Phone #: _____ Email: _____

Address: _____

12. Architect/Engineer: _____ Contact Name: _____

Phone #: _____ Email: _____

Address: _____

PERMIT EXPIRES ONE YEAR FROM DATE OF ISSUE

See fee schedule for renewals

FOR BUILDING DEPARTMENT USE ONLY	
Date Received: _____	Application Fee \$ 100.00 _____
<input type="checkbox"/> ZBA Required: Approval Date _____	Building Permit Fee \$ _____
<input type="checkbox"/> ARB Required: Approval Date _____	Plumbing Fee \$ _____
<input type="checkbox"/> Expedited Review	Drywell/Septic Fee \$ _____
<input type="checkbox"/> Substantially Improved	CO/CC Fee \$ _____
	Other Fees \$ _____
	Total \$ _____
Permit No. _____	Date Issued: _____
Certificate of Occupancy/Completion No. _____	Date Issued: _____



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13. Contractor (Company Name): _____ Contact Name: _____

Phone #: _____ Email: _____

Address: _____

Nassau County Home Improvement License #: _____

14. Plumber (Company Name): _____ Contact Name: _____

Phone #: _____ Email: _____

Address: _____

Village of East Hills License #: _____ *(Plumbers must be licensed with the Village each calendar year)*

15. Electrician (Company Name): _____ Contact Name: _____

Phone #: _____ Email: _____

Address: _____

Village of East Hills License #: _____ *(Electricians must be licensed with the Village each calendar year)*

16. Sprinkler Contractor (Company Name): _____ Contact Name: _____

Phone #: _____ Email: _____

Address: _____

17. Expediter (Company Name): _____ Contact Name: _____

Phone #: _____ Email: _____

Address: _____

Please include with this application:

- 2 sets of signed & sealed construction drawings (required for any structural changes)
- Copy of property survey (a topographic survey is required for additions and new buildings)
- Nassau County Commercial Assessors Form
- Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured*
- \$100 Application Fee (cash or check made out to 'The Village of East Hills')
- Plumbing*, Cesspool*, Fence or Tree Removal applications if necessary

*If your project will require approval from the Planning Board, Zoning Board of Appeals, or Architectural Review Board, these items are not required with the initial submission, but will be needed after Board approval is granted.

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Project Location: _____ **Suite:** _____

STATE OF NEW YORK, COUNTY OF NASSAU, ss.: I state that I am the property owner or one of the property owners named in the application, and I certify that the information provided on the application is accurate and the statements are true to the best of my knowledge and belief. I understand and agree that these statements are being relied upon by a municipality; that false statements are perjurious and may result in criminal prosecution; and/or a fine of \$10,000. If there is more than one property owner, I further certify that I am authorized to act on behalf of all owners with respect to the submission of this application, and that they have been informed of all information included in this application as well as its terms and conditions. In submitting this application, I authorize any agents listed on this application to act on my behalf. I grant permission for Building Department 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, without prior notice. I agree to comply with all rules and regulations of the Zoning and Building Code, deed restrictions, with every other provision of the law of the Village of East Hills, the Uniform Code of the State of New York, and with every other provision of law relating to the erection or alteration of the building in effect at this date. I further acknowledge that it is the owner's responsibility to close out the permit, and that I may not use spaces granted under this building permit until final inspection is completed, ALL required documents are submitted, (i.e. final survey, electrical inspection certificate, etc.), and a Certificate of Occupancy or Completion is obtained. Any amendments to the plan shall immediately be filed with the Building Department.

Owner's Name: _____ Signature: _____

Sworn to before me this ____ day of _____, 2____

Notary Public, Nassau County, New York

DEFENSE, INDEMNITY, AND HOLD HARMLESS UNDERTAKING AND DISCLOSURE AGREEMENT

STATE OF NEW YORK, COUNTY OF NASSAU, ss.: KNOW ALL MEN BY THESE PRESENTS that we the undersigned being the owner 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 Owner 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.

Owner's Name: _____ Signature: _____

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, Nassau County, New York

BP#

CBP 01/2023



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CONSTRUCTION REGULATIONS

Project Location: _____ **Suite:** _____
Section: _____ **Block:** _____ **Lot(s):** _____ **Zone:** _____

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

- 1) Permitted times for construction & 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 at any time during construction.
- 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) Storm water 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 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/Owner 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.
- 14) 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 Property Owner and the possible suspension or revocation of the building permit.
- 15) **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 and any amendments. Permits expired two years or more will be subject to a re-issue fee of 1.5% of all construction costs and a new application to legalize & maintain the work performed. 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. Closing out building permits is the sole responsibility of the Property Owners and/or their agents. No exceptions will be made.

Owner Name: _____ Signature: _____ Date: ___/___/___

Contractor Name: _____ Signature: _____ Date: ___/___/___

Electrician Name: _____ Signature: _____ Date: ___/___/___

Plumber Name: _____ Signature: _____ Date: ___/___/___

BP#



**BUILDING PERMIT
COMMERCIAL OR MIXED USE
DEPARTMENT OF ASSESSMENT**

NASSAU COUNTY

240 Old Country Road, Mineola, NY 11501

DATE REC'D

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	NAME OF BUSINESS
CITY, TOWN, VILLAGE				ZIP	CONTACT PERSON
ESTIMATED COST OF CONSTRUCTION:				<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	ADDRESS
					CITY, STATE, ZIP
DATE TO BEGIN	PRINCIPLE TYPE OF CONSTRUCTION			PHONE	
DATE TO COMPLETE	<input type="checkbox"/> STEEL			EMAIL	
LOT SIZE S.F.	<input type="checkbox"/> MASONRY			Grouping or apportioning lots? Yes ___ No ___	
# BLDGS ON LOT	<input type="checkbox"/> OTHER				
DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)				List existing lots:	
				Proposed lots:	

CHECK ALL THAT APPLY	USE BY SIZE AND FLOOR				
<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"/> OTHER (Describe) _____ <input type="checkbox"/> FAÇADE <input type="checkbox"/> BASEMENT RENO <input type="checkbox"/> HVAC <input type="checkbox"/> ROOF <input type="checkbox"/> PLUMBING <input type="checkbox"/> ELEVATORS SIZE QUANTITY <input type="checkbox"/> SPRINKLERS _____ <input type="checkbox"/> SOLAR _____ <input type="checkbox"/> ANTENNA _____ <input type="checkbox"/> BILLBOARD _____ <input type="checkbox"/> SATELLITE DISH _____		EXISTING S.F. AREA		PROPOSED S.F. AREA	
			Use	Size SF	Use
	BSMT	_____	_____	_____	_____
	1ST	_____	_____	_____	_____
	1ST	_____	_____	_____	_____
	2ND	_____	_____	_____	_____
	ADDNL FLOORS	_____	_____	_____	_____
	TOTAL # FLOORS	_____	_____	_____	_____
	List additional use below				
	Residential				
	<input type="checkbox"/> CO-OP				
	<input type="checkbox"/> CONDO				
	<input type="checkbox"/> RENTAL		EXISTING # UNITS		PROPOSED # UNITS
	Studio	_____	_____	_____	_____
	1BDRM	_____	_____	_____	_____
	2BDRM	_____	_____	_____	_____
	3BDRM	_____	_____	_____	_____
	4 BDRM	_____	_____	_____	_____
	OTHER (Describe)	_____	_____	_____	_____

DATE OF GRANTING OF PERMIT _____

Signature of Applicant/Contact Person

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

Address of Applicant/Contact Person Tele #

FIELD REPORT ON REVERSE