



# 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 DEMOLITION PERMIT

**Project Location:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_ **Zone:** \_\_\_\_\_

1. Structure to be demolished:  Residence  Commercial Building  Shed  Pool  Other \_\_\_\_\_
2. Does this project include the removal of any trees?  Yes  No # of trees proposed to be removed: \_\_\_\_\_  
 Has a tree permit application been submitted?  Yes, with this application  
 Yes, with new home/ARB application  
 No
3. Have utility and/or water disconnects already been performed under a separate Road Opening Permit?  Yes  No
4. Estimated cost of demolition (inclusive of labor and materials) \$ \_\_\_\_\_
5. Who should be the primary contact for this application?  
 Owner  Contractor #1  Contractor #2  Expediter  Other \_\_\_\_\_
6. Owner(s): \_\_\_\_\_  
 If owner is a corporation, state name of officer authorized to make this application: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_
7. Contractor #1: Demolition (Company Name): \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ License # & Type: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_
8. Contractor #2: For Road Pavement Restoration (Company): \_\_\_\_\_  Same as above  
 Contact Name: \_\_\_\_\_ License # & Type: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_
9. Expediter (Company Name): \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_

FOR BUILDING DEPARTMENT USE ONLY	
Date Received: _____	
<input type="checkbox"/> Deed <input type="checkbox"/> Elec. Letter <input type="checkbox"/> Water Letter <input type="checkbox"/> Gas Letter <input type="checkbox"/> Oil Letter	
<input type="checkbox"/> Asbestos Letter <input type="checkbox"/> Letter of Demo <input type="checkbox"/> ARB Approval <input type="checkbox"/> Tree App.	
<input type="checkbox"/> \$50,000 Bond/Deposit #: _____	<b>Application Fee \$</b> 100.00 _____ <b>Building Permit Fee \$</b> _____ <b>CC Fee \$</b> _____ <b>Total \$</b> _____
<input type="checkbox"/> \$15,000 Cert. Check #: _____	
Walk through date: _____ Insp. Sig.: _____	
<input type="checkbox"/> Rat Letter; dated: _____	
<b>Permit No.</b> _____	<b>Date Issued:</b> _____
<b>Certificate of Completion No.</b> _____	<b>Date Issued:</b> _____



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### Checklist for Demolition Application:

- Application for Demolition Permit
- Nassau County Assessors 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
- Draft of "Letter of Demo" that will be sent to neighboring residents including: Address of demo, Contact information for contractor and 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 to guarantee the repair or replacement, milling, or resurfacing of Village roads and highways when damaged by the applicant during demolition or construction for buildings that are substantially altered.

### New House Permit Application Items Required Before Demolition:

- Written Architectural Review Board Decision (received by Building Department)
- 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
- Deliver "Letter of Demo" with planned demolition date to neighbors. A list of neighboring addresses will be provided to you with the demolition permit



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**APPLICATION FOR  
DEMOLITION PERMIT**

**Project Location:** \_\_\_\_\_

**STATE OF NEW YORK, COUNTY OF NASSAU, ss.:** I state that I am the property owner or one of the property owners of the subject property, 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 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 and the Uniform Code of the State of New York.

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#



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## APPLICATION FOR DEMOLITION PERMIT

### CONSTRUCTION REGULATIONS - DEMO

**Project Location:** \_\_\_\_\_

**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.
- 16) **Rodent traps must be set up prior to demolition at the site.**
- 17) **While demolition is in progress, Contractors must maintain a spray of water on a home to control dust and minimize any effect on neighboring properties.**

Owner Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contractor 1 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contractor 2 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

BP#



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

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: East Hills

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	NAME OF BUSINESS	
CITY, TOWN, VILLAGE East Hills			<input checked="" type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	CONTACT PERSON/OWNER	
ESTIMATED COST OF CONSTRUCTION:				ADDRESS	
WORK MUST BEGIN BY			IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION	CITY, STATE, ZIP	
PRINCIPLE TYPE OF CONSTRUCTION				PHONE	
PERMIT EXP DATE				EMAIL	
LOT SIZE S.F.			<input type="checkbox"/> STEEL  <input type="checkbox"/> MASONRY  <input type="checkbox"/> FRAME		
# BLDGS ON LOT					

**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"/> <b>BASEMENT FINISH</b> 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 <input type="checkbox"/>	NO <input type="checkbox"/>
VARIANCE OBTAINED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
CONSTRUCTION/RENOVATION IN EXCESS OF 50%	YES <input type="checkbox"/>	NO <input type="checkbox"/>
SURVEY ENCLOSED	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE**

DATE OF GRANTING OF PERMIT _____	Signature of Applicant/Contact Person - Sign & Print _____
<b>SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING</b>	Address of Applicant/Contact Person _____ Telephone _____

**FIELD REPORT ON REVERSE**

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