



## 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

## FREQUENTLY ASKED QUESTIONS

### Before starting a project:

**1. How do I figure out the section, block and lot for my property?**

Your section, block and lot will be listed on your Village of East Hills Tax bill. You may also find it through [Nassau County's website](#) by looking up your street address.

**2. How do I figure out my zoning district?**

You can find the [Village zoning map](#) on our website. If you are unsure, please call the Building Department.

**3. How do I know if I need a permit for something?**

You can refer to [this chart](#), or if you are unsure please call the Building Department. Keep in mind that permits are required for sheds, all [tree removals](#) (including dead trees and emergency tree removals), [generators](#), [fences](#), [retaining walls](#), [AC units](#), [plumbing work](#), and much more.

**4. I just want to replace a toilet and shower, do I need a permit for that?**

Yes, any replacement of plumbing fixtures requires a [plumbing permit](#).

**5. How do I know if I need to hire an Architect or Engineer?**

Any structural changes to your home will require construction drawings signed by a licensed professional.

**6. Can you recommend an Architect/Contractor/Plumber/Electrician?**

The Village does not recommend any professionals. You can try searching online for local professionals, speaking with your neighbors about who they used, or asking for recommendations in a community Facebook group.

**7. Do contractors need to be licensed with the village?**

No. Only plumbers and electricians need to be licensed with the Village each calendar year.

**8. My contractor is licensed in NYC, can he do work on my house?**

Any contractor doing residential work in the Village of East Hills must have a Nassau County Consumer Affairs License.

**9. Can you review my drawings and tell me what I need before I put my application in?**

We do not do plan review before an application is submitted. If you are unsure of something, speak with a design professional, or refer to our [Village Code Book](#) which is available online.

**10. The application form says I need a survey, but I can't find a copy of mine. What should I do?**

From our website, you can fill out a [document request/FOIL](#). Specify that you are looking for the most recent survey for your property, and someone will pull your file and look for the latest available survey that is on file. Please note that FOIL requests are processed in the order they are received. It is highly recommended to put in your request as early as possible.

**11. Do I need a new survey done for my project?**

Any applications for new homes or additions where sky exposure plane will need to be calculated require a survey with topographic information. For other projects, please make sure that the survey accurately represents the present state of the property.

**12. What if I do not get a permit for work to my house?**

If a permit is required, but not obtained before starting construction, you are in violation of Village codes, and may be subject to fines and penalties. You will be required to submit an application to legalize and maintain the work performed, and will need to be in compliance with the code. **REMEMBER:** Permits and construction codes are in place for a reason, and are meant to protect the homeowner. Work without a permit can be unsafe, no matter how good it looks, and work may have to be redone in order to comply with codes and regulations.



### Applying for a Permit:

#### 13. How do I know which application form I need?

You can find checklists for common application types in our [“What Do I Need?”](#) section.

#### 14. Can I submit my application if I don't have all of the necessary paperwork?

Most applications will not be accepted unless they are complete. Our goal is to be able to issue a permit once it has gone through the queue and gotten approval from the Building Inspector. We cannot issue a permit if we do not have all of the necessary information, and therefore we will not accept incomplete applications. If the project requires approval from the Planning Board, Zoning Board of Appeals, or the Architectural Review Board, an application may be submitted without the information for the Contractor, Plumber and Electrician.

#### 15. Can I submit copies of forms?

No. All forms being submitted must have original signatures and notaries (where required).

#### 16. I need a notary for my application form. How do I find one?

Most banks have notaries, and the Village Office will typically have a notary available. You will need to have a government issued ID and sign any notarized forms in front of the notary.

#### 17. My contractor has done other projects in the Village, don't you have their license and insurance on file?

We do not keep contractor's license and insurances on file, and each and every permit application must be complete. Even if you are using the same contractor for multiple permits at the same time, we will need copies of their license and valid insurances with each permit application.

#### 18. I haven't decided on the materials I would like to use for the exterior of my home, do I need to decide now?

Yes, all materials should be determined before submission. If your application can be approved by the inspector upon initial review, we will need to have the full scope of the project and materials in order to issue a permit. If your application will require ARB review, you will need to have all of your materials picked out before submission of your ARB application or it will not be accepted. Material changes can be submitted on an [amendment application](#) after a permit has been issued.

#### 19. How do I get on the next ARB or ZBA agenda?

First, you must submit a building permit application and have it reviewed by the inspector. If you do not pass zoning review, you will receive a denial letter referring you to the ZBA. If you have passed zoning review, you will receive a referral to the ARB. Once you receive one of the above letters, you can submit the application for that Board. After a referral is given and a complete ARB or ZBA application has been received by the Village, your case will be added to the next available meeting. Keep in mind that deadlines for meetings typically close at least 3 weeks before the meeting date, and sometimes meetings fill up before the deadline.

### After an application has been submitted:

#### 20. How can I find out my application status?

In most cases, you will be informed when there is a change in your application status. Be sure to check your email spam folder for emails from us if you have not heard back. All status inquiries should be submitted via email to [evaidya@villageofeasthills.org](mailto:evaidya@villageofeasthills.org) and should include the project address, application type, and your name.

#### 21. I received a denial letter. What do I do?

A denial letter signals that there is a zoning issue with your proposed design. You can either amend the plans to eliminate any zoning issues, or submit an [application to the Zoning Board of Appeals](#) for a variance.



**22. I just got approval from the ZBA/ARB, when can I get my permit?**

It typically takes at least a few weeks for the Building Department to receive a written decision from the Board. In the meantime, you and your representatives should make sure that your application is complete. Refer to the [post-ARB checklist](#) or the post-ZBA checklist for a list of items that are typically required to complete an application.

**23. Can I start demo before the permit is issued?**

No work can begin before a permit is issued, paid for, and picked up.

**After a permit has been issued:**

**24. Can you mail out my permit?**

All permits must be picked up from the Village Hall, and anyone can pick up a permit as long as it is paid for. We do not mail out permits.

**25. I'm not ready to do the work yet, is it OK if I don't pick up the permit until I am ready?**

Waiting to pick up the permit does not extend the expiration of the permit. All permits expire 1 year from the date of issue, which is unaffected by the date the permit is picked up. If permits are not picked up in a timely fashion, they may be considered abandoned. If work is performed without paying for and picking up a permit, summonses, fines, or stop work orders may be issued.

**26. What inspections do I need?**

Please refer to our [inspection requirements chart](#).

**27. How do I schedule an inspection?**

Please call the Building Department to schedule an inspection a minimum of 48 hours in advance. The inspectors schedule their own inspections, so ask for them directly.

**28. Do I need to have the permit for an inspection?**

Yes, Building Permit cards MUST be placed in a window close to the front door, or laminated and posted to a construction fence if it is a new house. Sub-permits or standalone permits for plumbing, AC, fences, or cesspool/drywell work MUST be available onsite for an inspection to occur. If the inspector asks to see the permit and it is not available, the inspection will be canceled.

**29. What are Construction Hours?**

Construction work is permitted between the hours of 8 am and 5 pm Monday through Friday. No construction work is permitted on weekends or [Village holidays](#).

**30. Can my Contractor/Plumber/etc. work on a weekend?**

No construction work is permitted on weekends or Village Holidays. On Saturdays between 10 am – 4 pm, regular landscaping maintenance may be done. Emergency work may be permitted, please call the Building Department for approval before starting any emergency work.

**31. I want to change something from the approved plans, what should I do?**

Submit an [Application for Permit Amendment](#), and 2 sets of stamped and signed drawings clearly indicating any changes to the approved plans.

**32. My permit is expiring soon and I'm not sure that all of my information/inspections will be completed in time. Do I need to renew it?**

It is always best to renew a permit before it expires. If your permit expires even 1 day before the final piece of information is received to close it out, you will have to pay to reinstate your permit before a CO or CC can be issued. Reinstatement fees may be substantially higher than renewal fees, and no exceptions will be made.



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### **33. My permit already expired, what do I do?**

If your permit is less than 2 years expired, you will need to reinstate your permit. The fee for reinstatement is .75% of all construction costs as per original application and any amendments. If your permit is more than 2 years expired, you will need to file a new application to legalize & maintain the work performed, and will be subject to a re-issue fee of 1.5% of all construction costs.

### **34. We finished construction, why did I get a permit renewal notice?**

If you received a permit renewal notice, that means that your permit is still listed as open. Please contact the Building Department to determine what needs to be done to close out your permit.

### **35. How do I close my permit?**

In order to close out a permit, the final inspection must be satisfactorily completed, and any certification letters, electrical certificates, or final survey must be received by the Building Department.

### **36. My client's permit was closed out, how do I get a copy of the CO/CC for my records?**

You can submit a [FOIL request](#). Make sure to specify the permit #, address, and any other defining information for the particular CO/CC you are looking for, and someone will get back to you.

### **37. A CO search turned up an old, expired permit. What do I do to close this out?**

Please contact the Building Department to determine what needs to be done to close out this permit.

### **38. I have a permit that expired, but we never did the work. What should I do?**

Please contact the Building Department. The inspector will have to perform an inspection to confirm that the work was never done in order to void out a permit.