



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

WHAT DO I NEED FOR MY PERMIT APPLICATION?

Below are checklists for many common residential permit applications. This is not an exhaustive list, as every project is unique and may require additional forms or supplementary documents.

If you are looking to do a project that is not listed below, please reach out to the Building Department to ensure you have everything needed for your application!

| Project Type: | Application Checklist: |
|-----------------------------|---|
| AC | <ul style="list-style-type: none"> <input type="checkbox"/> Application for AC Permit <input type="checkbox"/> 2 copies of property survey showing condenser location(s) <input type="checkbox"/> Specifications for AC unit(s) <input type="checkbox"/> Contractor's Nassau County Consumer Affairs License <input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured <input type="checkbox"/> Application Fee: \$100 per condenser (cash or check made out to 'The Village of East Hills') |
| Addition(s) | <p>Required for application submission:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application for Residential Building Permit (page 2 may be left blank for submission, but all other forms should be filled out, with the owner signing the construction regulations form on page 4) <input type="checkbox"/> 1 set of signed & sealed design drawings <input type="checkbox"/> 1 set of signed & sealed landscape plan <input type="checkbox"/> Copy of property survey (a topographic survey is required for major additions in order to confirm compliance with sky exposure plane regulations) <input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills') <input type="checkbox"/> Application for Tree Removal Permit (if necessary) <p><i>NOTE: Approval from the Architectural Review Board is required at an additional fee for additions. As a result, you do not need to have your Contractor, Plumber or Electrician selected prior to submission of your application. Minor rear additions may not require ARB approval, which will be determined upon plan review by the Building Inspector.</i></p> <p>Required before issuance of a permit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide any missing information on application forms including Contractor, Plumber, and Electrician's information (can be emailed or submitted in writing to the Building Department) <input type="checkbox"/> 2 sets of final signed & sealed construction drawings in accordance with ARB/ZBA decision <input type="checkbox"/> 2 sets of final signed & sealed landscape plans in accordance with ARB/ZBA decision <input type="checkbox"/> ResCheck <input type="checkbox"/> Contractor's Nassau County Consumer Affairs License <input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured <input type="checkbox"/> Application for Plumbing Permit (if necessary) <input type="checkbox"/> Application for Cesspool/Drywell Permit (if necessary) <input type="checkbox"/> Application for AC Permit (if necessary) <input type="checkbox"/> Application for Fence Permit (if necessary) <input type="checkbox"/> Separate Application for Residential Building Permit for any retaining walls (if necessary) |
| Bathroom Replacement | <ul style="list-style-type: none"> <input type="checkbox"/> Application for Residential Building Permit <input type="checkbox"/> Application for Plumbing Permit (if necessary) <input type="checkbox"/> Contractor's Nassau County Consumer Affairs License <input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured <input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills') |



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| Boiler/ Hot Water Heater/ Etc. Replacement | <ul style="list-style-type: none"><input type="checkbox"/> Application for Plumbing Permit<input type="checkbox"/> Application Fee: Plumbing only: \$75 + \$25 per fixture Gas, Oil or gas/oil & plumbing: \$100 + \$25 per fixture (cash or check made out to 'The Village of East Hills') |
| Covered Porch (rear yard) | <ul style="list-style-type: none"><input type="checkbox"/> Application for Residential Building Permit<input type="checkbox"/> 2 sets of signed & sealed construction drawings<input type="checkbox"/> 2 copies of property survey or site plan showing porch location with dimensions and setbacks<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills')<input type="checkbox"/> Application for Cesspool/Drywell Permit – Required if paved area is increasing by more than 200 SF Include drywell location, setbacks and calculations on drawings<input type="checkbox"/> Application for Plumbing Permit (if necessary)<input type="checkbox"/> Application for Tree Removal (if necessary) |
| Deck | <ul style="list-style-type: none"><input type="checkbox"/> Application for Residential Building Permit<input type="checkbox"/> 2 copies of property survey or site plan showing proposed/existing deck location and dimensions<input type="checkbox"/> 2 sets of signed & sealed construction drawings (required for any structural changes)<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills') |
| Demolition of Structure | <ul style="list-style-type: none"><input type="checkbox"/> Application for Demolition Permit (including ALL items required on the checklist on page 2)<input type="checkbox"/> 2 copies of property survey or site plan<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills')<input type="checkbox"/> Application for Tree Removal (if any trees are to be removed as part of the demo) |
| Driveways (Permits are required if a driveway shape or size is being changed in any way) | <ul style="list-style-type: none"><input type="checkbox"/> Application for Exterior Replacement Permit<input type="checkbox"/> 2 copies of property survey or site plan showing proposed/existing driveway and dimensions for any driveway expansion (see sample driveway drawing)<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills')<input type="checkbox"/> Application for Cesspool/Drywell Permit – Required if driveway area is increasing by more than 200 SF Include drywell location, setbacks and calculations on drawings<input type="checkbox"/> Application for Tree Removal – Required if any trees are to be removed as part of driveway expansion <i>NOTE: If you are expanding a driveway in conjunction with a larger construction project, the driveway can be included on the application for Residential Building Permit, and does not require its own separate permit.</i> |
| Drywells (new or replacement) | <ul style="list-style-type: none"><input type="checkbox"/> Application for Cesspool/Drywell Permit<input type="checkbox"/> 2 copies of accurate site plan or survey – Include locations, dimensions, utilities & all applicable clearances<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$150 per structure (cash or check made out to 'The Village of East Hills')<input type="checkbox"/> Application for Tree Removal (if necessary) |



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|---|---|
| Fence (new/ replacement/ addition) | <ul style="list-style-type: none"><input type="checkbox"/> Application for Fence Permit<input type="checkbox"/> 2 copies of accurate site plan or survey – Include locations, dimensions, utilities & all applicable clearances (see sample fence drawing and requirements)<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$75 (cash or check made out to 'The Village of East Hills') |
| Finish Basement | <ul style="list-style-type: none"><input type="checkbox"/> Application for Residential Building Permit<input type="checkbox"/> 2 sets of signed & sealed construction drawings showing proposed basement, including details for any egress (<i>if the application is to legalize and maintain an existing finished basement, provide drawings showing what exists, and any proposed changes to bring the basement into compliance with the code</i>)<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills')<input type="checkbox"/> Application for Plumbing Permit (if necessary) |
| Generator | <ul style="list-style-type: none"><input type="checkbox"/> Application for Generator Permit<input type="checkbox"/> Application for Plumbing Permit<input type="checkbox"/> 2 copies of property survey or site plan showing proposed generator location with setbacks to the house, property lines, and any accessory equipment (see sample generator drawing)<input type="checkbox"/> Generator Specifications/Information (see generator requirements)<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills') |
| Interior Alterations | <ul style="list-style-type: none"><input type="checkbox"/> Application for Residential Building Permit<input type="checkbox"/> 2 sets of signed & sealed construction drawings (required for any structural changes)<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills')<input type="checkbox"/> Application for Plumbing Permit (if necessary)<input type="checkbox"/> Application for AC Permit (if necessary) |
| Kitchen Replacement | <ul style="list-style-type: none"><input type="checkbox"/> Application for Residential Building Permit<input type="checkbox"/> Application for Plumbing Permit (if necessary)<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills') |



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

Required for application submission:

- Application for [Residential Building Permit](#) (page 2 may be left blank for initial submission, but all other forms should be filled out, with the owner signing the construction regulations form on page 4)
- 1 set of signed & sealed design drawings
- 1 set of signed & sealed landscape plan
- Copy of property survey (a topographic survey is required for new homes)
- Application Fee: \$100 (cash or check made out to 'The Village of East Hills')
- Copy of Deed
- Application for [Tree Removal Permit](#) (if necessary)

NOTE: Approval from the Architectural Review Board is required at an additional fee for new homes. As a result, you do not need to have your Contractor, Plumber or Electrician selected prior to submission of your application.

New House

Required before issuance of a permit:

- Provide any missing information on application forms including Contractor, Plumber, and Electrician's information (can be emailed or submitted in writing to the Building Department)
- 2 sets of final signed & sealed construction drawings in accordance with ARB/ZBA decision
- 2 sets of final signed & sealed landscape plans in accordance with ARB/ZBA decision
- ResCheck
- HERS Rating
- Contractor's Nassau County Consumer Affairs License (if available)
- Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured
- Application for [Plumbing Permit](#)
- Application for [Cesspool/Drywell Permit](#)
- Application for [AC Permit](#)
- Application for [Fence Permit](#) (if necessary)
- Application for [Demolition Permit](#)
- Separate Application for [Residential Building Permit](#) for any retaining walls

Outdoor Kitchen/ Built-in BBQ

- Application for [Residential Building Permit](#)
- Application for [Plumbing Permit](#)
- 2 copies of property survey or site plan showing proposed location, dimensions and setbacks
- 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 as Additionally Insured
- Application Fee: \$100 (cash or check made out to 'The Village of East Hills')
- Application for [Cesspool/Drywell Permit](#) (if necessary – must provide drainage for any outdoor sinks)
- Application for [Tree Removal](#) (if necessary)

Patio/Walkway

- Application for [Residential Building Permit](#)
- 2 copies of property survey or site plan showing proposed/existing patio and/or walkway with dimensions ([see sample patio/walkway drawing](#))
- 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 as Additionally Insured
- Application Fee: \$100 (cash or check made out to 'The Village of East Hills')
- Application for [Cesspool/Drywell Permit](#) – Required if paved area is increasing by more than 200 SF
Include drywell location, setbacks and calculations on drawings
- Application for [Tree Removal](#) (if necessary)



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|--|---|
| Plumbing/ Gas/ Oil Fixtures (Replacement) | <input type="checkbox"/> Application for Plumbing Permit <input type="checkbox"/> Application Fee: Plumbing only: \$75 + \$25 per fixture Gas, Oil or gas/oil & plumbing: \$100 + \$25 per fixture (cash or check made out to 'The Village of East Hills') |
| Plumbing/ Gas/ Oil Fixtures (New) | <input type="checkbox"/> Application for Plumbing Permit <input type="checkbox"/> Application Fee: Plumbing only: \$75 + \$25 per fixture Gas, Oil or gas/oil & plumbing: \$100 + \$25 per fixture (cash or check made out to 'The Village of East Hills') <i>NOTE: If a bathroom or kitchen is being replaced and any walls, sheetrock or electrical work is being done, an Application for Residential Building Permit is required with all necessary paperwork</i> |
| POD/ Temporary Storage Container | <input type="checkbox"/> Application for Temporary Storage Container Permit <input type="checkbox"/> Application Fee: \$150.00 for the 1st month + \$250.00 for each additional month (cash or check made out to 'The Village of East Hills') <i>NOTE: You must have a valid Building Permit in force in order to apply for a temporary storage container</i> |
| Pool/ Spa/ Hot Tub | <p>Required for application submission:</p> <input type="checkbox"/> Application for Residential Building Permit <input type="checkbox"/> 1 set of signed & sealed design drawings <input type="checkbox"/> 1 set of signed & sealed landscape plan <input type="checkbox"/> Copy of property survey <input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills') <input type="checkbox"/> Application for Fence Permit <input type="checkbox"/> Application for Tree Removal (if necessary) <i>NOTE: Pools/Spas/Hot Tubs must go before the Zoning Board of Appeals for a special exception. As a result, you do not need to have your Contractor, Plumber or Electrician selected prior to submission of your application.</i> <p>Required before issuance of a permit:</p> <input type="checkbox"/> Provide any missing information on application forms including Contractor, Plumber, and Electrician's information <input type="checkbox"/> 2 sets of final signed & sealed construction drawings in accordance with ZBA decision <input type="checkbox"/> 2 sets of final signed & sealed landscape plans in accordance with ZBA decision <input type="checkbox"/> Contractor's Nassau County Consumer Affairs License <input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured <input type="checkbox"/> Application for Plumbing Permit <input type="checkbox"/> Application for Cesspool/Drywell Permit <input type="checkbox"/> Separate Application for Residential Building Permit for any retaining walls |
| Portico/ Porch (front yard) | <p>Required for application submission:</p> <input type="checkbox"/> Application for Residential Building Permit <input type="checkbox"/> 2 sets of signed & sealed construction drawings <input type="checkbox"/> 2 sets of signed & sealed landscape plan (if necessary) <input type="checkbox"/> Copy of property survey <input type="checkbox"/> Contractor's Nassau County Consumer Affairs License <input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured <input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills') <input type="checkbox"/> Application for Tree Removal Permit (if necessary) <input type="checkbox"/> Application for Cesspool/Drywell Permit (if necessary) <i>NOTE: Approval from the Architectural Review Board is required at an additional fee for front porticos and/or porches. Depending on the scope of the project, it may qualify for expedited review, so it is recommended to submit all of the above documentation to ensure the quickest processing of your application.</i> |



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

| | |
|---------------------------------------|--|
| Retaining Walls | <ul style="list-style-type: none"><input type="checkbox"/> Application for Residential Building Permit – Retaining walls must ALWAYS be on their own, separate permit application from other work<input type="checkbox"/> 2 sets of signed & sealed construction drawings<input type="checkbox"/> 2 copies of property survey (a topographic survey is required)<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills')<input type="checkbox"/> Application for Tree Removal Permit (if necessary) |
| Septic System Replacement | <ul style="list-style-type: none"><input type="checkbox"/> Application for Cesspool/Drywell Permit<input type="checkbox"/> 2 copies of accurate site plan or survey – Include locations, dimensions, utilities & all applicable clearances<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$150 per structure (cash or check made out to 'The Village of East Hills')<input type="checkbox"/> Application for Tree Removal (if necessary) |
| Shed | <ul style="list-style-type: none"><input type="checkbox"/> Application for Shed Permit<input type="checkbox"/> 2 copies of property survey or site plan showing location, dimensions and setbacks (see sample shed drawing)<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills')<input type="checkbox"/> Application for Tree Removal (if necessary) |
| Siding/Stone/Brick Replacement | <ul style="list-style-type: none"><input type="checkbox"/> Application for Exterior Replacement Permit<input type="checkbox"/> 8.5" x 11" sheet with photos of the existing house from all sides<input type="checkbox"/> 8.5" x 11" sheet with photos of proposed siding, etc. and specifications<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills') <p><i>Expedited ARB review is required at an additional fee for all exterior replacements that are not like-in-kind.</i></p> <p><i>NOTE: If you are replacing exterior materials in conjunction with a larger construction project, this can be included on the application for Residential Building Permit, and does not require its own separate permit. However, you should include the Supplemental Materials List and any supporting documentation with your application.</i></p> |
| Solar Panels | <ul style="list-style-type: none"><input type="checkbox"/> Application for Residential Building Permit<input type="checkbox"/> 2 sets of signed & sealed construction drawings with panel specifications<input type="checkbox"/> Contractor's Nassau County Consumer Affairs License<input type="checkbox"/> Contractor's Liability, Disability and Workers' Compensation Insurance Certificates Listing 'The Village of East Hills' as Certificate Holder and as Additionally Insured<input type="checkbox"/> Application Fee: \$100 (cash or check made out to 'The Village of East Hills')<input type="checkbox"/> ARB Fee: \$500 (<i>Expedited ARB review is required for all Solar Panels. Please use all black panels</i>) |



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

Sports Court

Required for application submission:

- Application for [Residential Building Permit](#)
- 1 set of signed & sealed design drawings
- 1 set of signed & sealed landscape plan
- Copy of property survey (a topographic survey is required)
- Application Fee: \$100 (cash or check made out to 'The Village of East Hills')
- Application for [Cesspool/Drywell Permit](#)
- Application for [Fence Permit](#) (if necessary)
- Application for [Tree Removal](#) (if necessary)

NOTE: Sports Courts must go before the Zoning Board of Appeals for a special exception. As a result, you do not need to have your Contractor, Plumber or Electrician selected prior to submission of your application.

Required before issuance of a permit:

- Provide any missing information on application forms including Contractor's information
- 2 sets of final signed & sealed construction drawings in accordance with ZBA decision
- 2 sets of final signed & sealed landscape plans in accordance with ZBA decision
- 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 as Additionally Insured
- Separate Application for [Residential Building Permit](#) for any proposed retaining walls

Window Replacement

- Application for [Exterior Replacement Permit](#)
- 8.5" x 11" sheet with photos of the existing house from all sides
- 8.5" x 11" sheet with list of windows, sizes, locations and specifications
- 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 as Additionally Insured
- Application Fee: \$100 (cash or check made out to 'The Village of East Hills')

Expedited ARB review is required at an additional fee for all exterior replacements that are not like-in-kind.

NOTE: If you are replacing windows in conjunction with a larger construction project, this can be included on the application for [Residential Building Permit](#), and does not require its own separate permit. However, you should include the [Supplemental Materials List](#) and any supporting documentation with your application.