



## VILLAGE OF EAST HILLS

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## POST ARCHITECTURAL REVIEW BOARD APPROVAL CHECKLIST

Congratulations, you received approval from the ARB for your project! What do you do now?

While the written ARB decision is prepared (typically takes around 3-5 weeks for the Building Department to receive), please make sure that everything needed to complete your application file is submitted to the Building Department. Applications will not be reviewed for final approval and permit issuance until ALL items are received. There will be no exceptions.

### **Typical List\* of Materials Needed to Complete After Receiving ARB Approval (Will Not Apply to All Projects):**

- 2 sets of final signed & sealed construction drawings in accordance with the ARB decision (Folded & Stapled with *original signatures*)
- 2 sets of final signed & sealed landscape plans in accordance with the ARB decision (Folded & Stapled with *original signatures*)
- ResCheck
- Applicant to confirm chosen contractor with the Village (*can be emailed or submitted in writing to the Building Department*)
- Applicant to confirm chosen licensed electrician with the Village (*can be emailed or submitted in writing to the Building Department*)
- Electrician must obtain license from the Village for the calendar year
- Applicant to confirm chosen licensed plumber with the Village (*can be emailed or submitted in writing to the Building Department*)
- Plumber must obtain license from the Village for the calendar year
- Ensure that Owner, Contractor, Plumber & Electrician have all signed the construction regulations form (*must be original signatures, but can be on separate sheets*)
- Contractor's Nassau County Consumer Affairs License
- Contractor's Liability Insurance Certificate listing 'The Village of East Hills' as Certificate Holder and Additional Insured
- Contractor's Disability Insurance Certificate listing 'The Village of East Hills' as Certificate Holder
- Contractor's Workers' Compensation Insurance Certificate listing 'The Village of East Hills' as Certificate Holder
- Application for Plumbing Permit
- Application for Cesspool/Drywell Permit (*with all required paperwork*)
- Application for AC Permit (*with all required paperwork*)
- Application for Fence Permit (*with all required paperwork*)
- Road Opening Application (*with all required paperwork & checks*)
- Separate Application for Residential Building Permit for any proposed retaining walls
- \$15,000 road deposit in check or cash only (*for new homes & substantially improved structures*)
- \$25,000 surety bond (*for new homes & substantially improved structures*)
- HERS Rating
- Application for Demolition Permit (See Demolition Checklist)

\* Above is a basic checklist of items which are **typically** needed to complete a permit application after ARB approval. This list is for general reference only, and does not supersede the filing requirements specified in the Village Code. If there are any questions regarding the necessary documents for your specific type of project, please contact the Building Department.

Once an application is **complete**, it will be placed in the inspector's queue for final approval and permit issuance. Please have patience as we process applications in the order that they are received. The primary contact on the application form will be notified once the permit is ready to be picked up.