



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 RESIDENTIAL BUILDING PERMIT

Project Location: _____

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

1. Type of application: *(check all that apply, however Retaining Walls must always be on their own permit)*

- Interior Alteration New House Replace Kitchen Retaining Wall(s) Pool Patio
- Interior Renovation Addition(s) Replace Bath Walkway Deck Porch
- Finish Basement Solar Panels Outdoor Kitchen Other _____

2. Please expand on the nature of work to be performed: _____

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

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

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 residence? Yes, _____ SF No

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

7. Will any plumbing or gas fixtures be relocated? Yes No

8. 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

9. Is this application part of a larger and/or phased project? Yes No

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

- Owner Architect Contractor Plumber Electrician Expediter Other _____

11. Owner(s): _____

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

Phone #: _____ Email(s): _____

Mailing 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: _____

Application Checklist:

- 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 homes)
- Nassau County Assessors Form (last page of this application form)
- ResCheck (required for additions and new homes)*
- 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*
- \$100 Application Fee (cash or check made out to 'The Village of East Hills')
- Copy of Deed (required for new homes or newly acquired property)
- HERS Rating (required for new homes only)*
- 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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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

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CONSTRUCTION REGULATIONS

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.

Owner Name: _____ Signature: _____ Date: ____/____/____

Contractor Name: _____ Signature: _____ Date: ____/____/____

Electrician Name: _____ Signature: _____ Date: ____/____/____

Plumber Name: _____ Signature: _____ Date: ____/____/____

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ARCHITECT/ENGINEER'S STATEMENT - FOR ADDITIONS AND NEW CONSTRUCTION ONLY

Project Location: _____

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

FLOOR AREA: The sum of the horizontal areas of the floors in each story of a building or buildings (having a floor or floors) measured from the exterior of the outside walls of such building or buildings without exclusion of any areas on the floors being measured whatsoever (i.e., including attached garages, closets, bathrooms, stairwells and other open areas, and all accessory buildings), except that basements shall be excluded. For half stories (including storage areas over garages and one-story areas, etc.), horizontal areas that contain no habitable space, where the vertical distance between the floor joists and the roof rafters or ridge (not ceiling joists, collar ties or truss cords, etc.) above is less than seven feet and where the outboard end of the rafters rests directly on the bottom plate, shall be excluded. Where more than one roof structure covers this area, the vertical measurement shall be taken from the higher of the two structures. Further, for horizontal areas where the first-story floor to second-story ceiling height is 14 feet or greater, twice the horizontal area shall be included, and for horizontal areas where the first-story floor to second-story ceiling height is greater than 10 feet and less than 14 feet, 1 1/2 the horizontal area shall be included. This applies whether or not a second floor structure exists [Section 271-226]. Habitable floor area...with respect to the second floor, it shall be construed to include all finished or unfinished floor area having a clear headroom of 7 1/2 feet or over for a minimum horizontal measurement of six feet, with side walls not less than 5 1/2 feet in height [Section 271-7].

- 1. Are all areas of the structure that meet this definition included in your floor area calculations? Yes No
- 2. Are all storage areas and non-habitable space clearly marked on the appropriate **floor plan** submitted? Yes No

Substantially Improved Structure is defined as: The enlargement, replacement or alteration of any structure where the new work area exceeds 50% of the existing building area, or which would classify as a Level 3 alteration by the Existing Building Code of NYS [Sec. 271-7(B)].

- 3. Will the proposed project result in a substantially improved structure as defined above? Yes No
- 4. Do the plans and project description submitted adequately reflect the entire degree of renovated or altered areas (removal/replacement of systems, insulation, sheathing, etc)? Yes No

Foundation Elevation: "On graded sites, the top of any exterior foundation shall extend above the elevation of the street gutter at a point of discharge"....."a minimum of 12 inches plus 2 percent" [R403.1.7.3 in part]

- 5. If this project is a new house, does the foundation elevation meet this requirement? Yes No
- 6. Are all proposed elevations needed to determine compliance clearly marked on site plan (TOF, FF, Garage FF, discharge points to roadway, adjacent grades)? Yes No

STATE OF NEW YORK, COUNTY OF NASSAU, ss.: I, _____, am the Architect/Engineer of Record for the project above. I have read the above and understand that, as the designer of this project, it is my responsibility to ensure that the project complies with all applicable codes and regulations, and attest that the above answers are true and accurate to the best of my knowledge.

Architect/Engineer's Signature: _____

License #: _____

Sworn to before me this _____ day of _____, 20_____



Notary Public, Nassau County, New York



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APPLICATION FOR RESIDENTIAL BUILDING PERMIT

NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION

In Accordance with Title 19 NY-CRR Part 1265

TO: The Incorporated Village of East Hills

Owner(s): _____

Subject Property: _____, East Hills, NY

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

Please take notice that the: (check applicable line)

- New Residential Structure
- Addition to Existing Residential Structure
- Rehabilitation to Existing Residential Structure

To be constructed or performed at the subject property referenced above will utilize: (check each applicable line)

- Truss Type Construction (TT)
- Pre-Engineered Wood Construction (PW)
- Timber Construction (TC)
- None of the Above

In the following locations: (check applicable line)

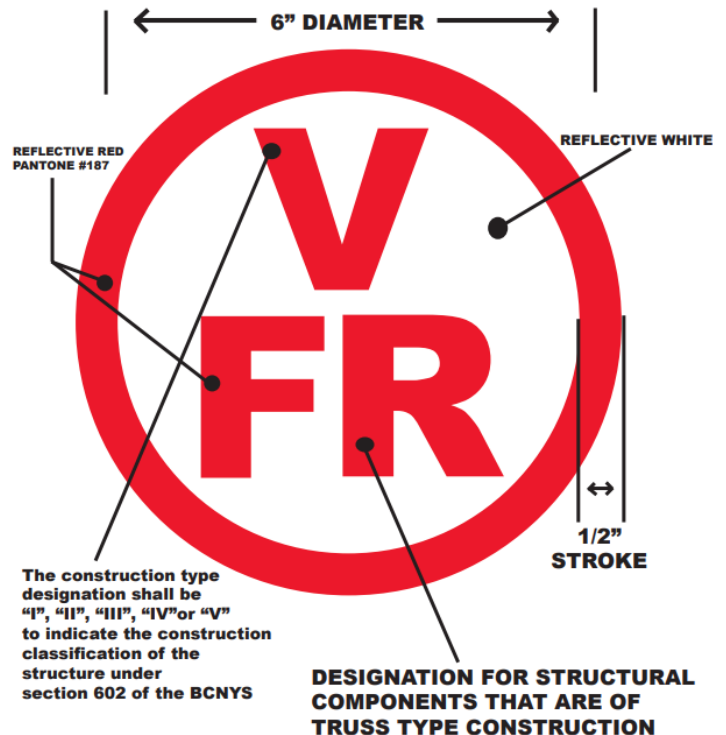
- Floor Framing, Including Girders and Beams (F)
- Roof Framing (R)
- Floor Framing and Roof Framing (FR)

Print Name: _____

Capacity: (check one) Architect Engineer

Signature: _____

Date: _____



Decal Information for Subject Property:

Construction Type (I, II, III, IV, V): _____

Structural Component(s) (F, R, FR): _____

Location of Decal: Electrical Box (Exterior)

Decal MUST be in place during final inspection in order for a Certificate of Occupancy or a Certificate of Compliance to be issued. Required decals are not issued or provided by the Building Department.

FOR BUILDING DEPARTMENT USE ONLY



**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"/> BASEMENT FINISH 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 _____
SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING	Address of Applicant/Contact Person _____ Telephone _____
FIELD REPORT ON REVERSE	

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