



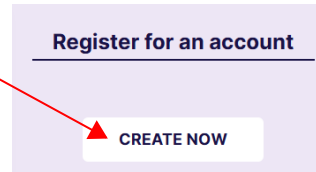
# VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 Harbor Hill Road, East Hills, New York 11576  
Telephone (516) 621-5600 • Fax (516) 625-8736

## HOW TO USE CLOUDPERMIT

1. Go to: [us.cloudpermit.com/gov/login](https://us.cloudpermit.com/gov/login)
2. Create an account (or log in) using your email address



3. On your dashboard, click 'Create a New Application'



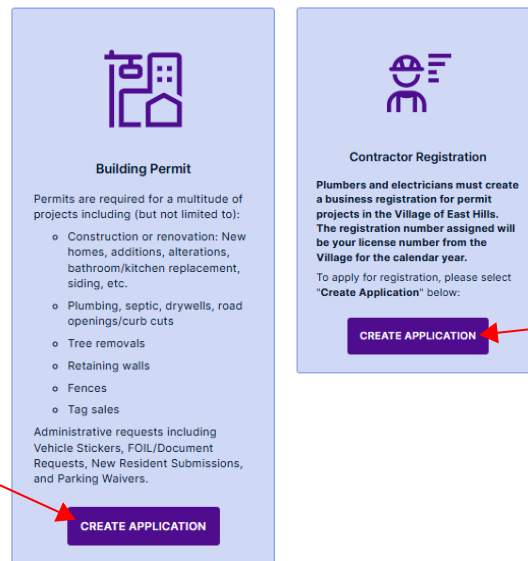
4. Choose 'New York', and 'Village of East Hills'

1 Select City (Town, Village, County or Community)



5. Choose the application type:

2 Select type of application



Click here for building department applications, administrative requests (including FOIL requests)

Click here for plumbers and electricians licenses

6. Choose the category that best fits your project: *(Click on specific category below for shortcut to descriptions)*

### Category

- Building Permits - Residential (ie: Additions, new homes, replacement, pools, patios, generators, plumbing, demo, fences, septic, etc.)
- Building Permits - Commercial (ie: Tenant alterations, replacement, change of use, signs, plumbing, demo, fences, AC, etc.)
- Permit Reinstitution (Reinstitute suspended permits)
- Public Works/ Roads (ie: Road opening/ public right-of-way permits including utility connection and disconnection)
- Tree Removal (Removal of any trees 5" Diameter at Breast Height or greater)
- Village Clerk's Office/Administration (ie: FOIL/Document requests, vehicle stickers, overnight parking requests, tag sale permits, etc.)



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## HOW TO USE CLOUDPERMIT

7. Choose the work type and work target that best fits your project:

### Residential Permit Types:

Category	Work type	Work target
<input checked="" type="radio"/> Building Permits - Residential <input type="radio"/> Building Permits - Commercial <input type="radio"/> Permit Reinstitution <input type="radio"/> Public Works/ Roads <input type="radio"/> Tree Removal <input type="radio"/> Village Clerk's Office/Administration	<input checked="" type="radio"/> Changes to Primary Structure <input type="radio"/> Demolition <input type="radio"/> Exterior Improvements & Accessory Structures <input type="radio"/> Miscellaneous Permits	<input type="radio"/> Addition/Alteration <input type="radio"/> Direct Replacement <input type="radio"/> Egress Window/Basement Entrance <input type="radio"/> Finished Basement <input type="radio"/> New House <input type="radio"/> Portico/Covered Porch/Lanai <input type="radio"/> Siding/Window Replacement <input type="radio"/> Solar Panels

Category	Work type	Work target
<input checked="" type="radio"/> Building Permits - Residential <input type="radio"/> Building Permits - Commercial <input type="radio"/> Permit Reinstitution <input type="radio"/> Public Works/ Roads <input type="radio"/> Tree Removal <input type="radio"/> Village Clerk's Office/Administration	<input type="radio"/> Changes to Primary Structure <input checked="" type="radio"/> Demolition <input type="radio"/> Exterior Improvements & Accessory Structures <input type="radio"/> Miscellaneous Permits	<input type="radio"/> House Demolition <input type="radio"/> Other Demolition

Category	Work type	Work target
<input checked="" type="radio"/> Building Permits - Residential <input type="radio"/> Building Permits - Commercial <input type="radio"/> Permit Reinstitution <input type="radio"/> Public Works/ Roads <input type="radio"/> Tree Removal <input type="radio"/> Village Clerk's Office/Administration	<input type="radio"/> Changes to Primary Structure <input type="radio"/> Demolition <input checked="" type="radio"/> Exterior Improvements & Accessory Structures <input type="radio"/> Miscellaneous Permits	<input type="radio"/> Deck <input type="radio"/> Detached Garage <input type="radio"/> Generator <input type="radio"/> Outdoor Kitchen/BBQ <input type="radio"/> Patio/Walkway/Driveway Expansion <input type="radio"/> Pergola <input type="radio"/> Pool/Hot Tub/Spa <input type="radio"/> Retaining Wall <input type="radio"/> Shed <input type="radio"/> Sports Court

Category	Work type	Work target
<input checked="" type="radio"/> Building Permits - Residential <input type="radio"/> Building Permits - Commercial <input type="radio"/> Permit Reinstitution <input type="radio"/> Public Works/ Roads <input type="radio"/> Tree Removal <input type="radio"/> Village Clerk's Office/Administration	<input type="radio"/> Changes to Primary Structure <input type="radio"/> Demolition <input type="radio"/> Exterior Improvements & Accessory Structures <input checked="" type="radio"/> Miscellaneous Permits	<input type="radio"/> Curb Cut Permit <input type="radio"/> Drywell <input type="radio"/> Fence <input type="radio"/> HVAC <input type="radio"/> Plumbing <input type="radio"/> Septic System <input type="radio"/> Sign <input type="radio"/> Temporary Storage (POD)



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## HOW TO USE CLOUDPERMIT

7. Choose the work type and work target that best fits your project: *Continued*

### Commercial Permit Types:

#### Category

- Building Permits - Residential
- Building Permits - Commercial
- Permit Reinstitution
- Public Works/ Roads
- Tree Removal
- Village Clerk's Office/Administration

#### Work type

- Changes to Primary Structure
- Demolition
- Exterior Improvements & Accessory Structures
- Miscellaneous Permits

#### Work target

- Addition
- Change of Use
- Direct Replacement
- Interior Alteration
- New Building

#### Category

- Building Permits - Residential
- Building Permits - Commercial
- Permit Reinstitution
- Public Works/ Roads
- Tree Removal
- Village Clerk's Office/Administration

#### Work type

- Changes to Primary Structure
- Demolition
- Exterior Improvements & Accessory Structures
- Miscellaneous Permits

#### Work target

- Building Demolition
- Other Demolition

#### Category

- Building Permits - Residential
- Building Permits - Commercial
- Permit Reinstitution
- Public Works/ Roads
- Tree Removal
- Village Clerk's Office/Administration

#### Work type

- Changes to Primary Structure
- Demolition
- Exterior Improvements & Accessory Structures
- Miscellaneous Permits

#### Work target

- Exterior Replacement/ Alterations
- Generator
- Patio/Walkway/Parking Lot Expansion
- Retaining Walls
- Shed

#### Category

- Building Permits - Residential
- Building Permits - Commercial
- Permit Reinstitution
- Public Works/ Roads
- Tree Removal
- Village Clerk's Office/Administration

#### Work type

- Changes to Primary Structure
- Demolition
- Exterior Improvements & Accessory Structures
- Miscellaneous Permits

#### Work target

- Drywell
- Fence
- Fire Sprinklers
- HVAC
- Plumbing
- Septic system
- Sign
- Temporary Storage (POD)



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## HOW TO USE CLOUDPERMIT

7. Choose the work type and work target that best fits your project: *Continued*

### Permit Reinstitution:

#### Category

- Building Permits - Residential
- Building Permits - Commercial
- Permit Reinstitution
- Public Works/ Roads
- Tree Removal
- Village Clerk's Office/Administration

The Permit Reinstitution application is only for **suspended building permits** (any building permit that has not received a Certificate of Occupancy or Certificate of Compliance within 4 years from the permit issuance date)

### Public Works/Roads:

#### Category

- Building Permits - Residential
- Building Permits - Commercial
- Permit Reinstitution
- Public Works/ Roads
- Tree Removal
- Village Clerk's Office/Administration

#### Work type

- Right-of-Way

#### Work target

- Curb Cut Permit
- Street opening/ Right-of-way permit

This is for standalone permits for any work within the public right-of-way

### Tree Removal:

#### Category

- Building Permits - Residential
- Building Permits - Commercial
- Permit Reinstitution
- Public Works/ Roads
- Tree Removal
- Village Clerk's Office/Administration

Any trees that are 5" DBH (diameter at breast height) or larger require a permit for removal. No permit is required for regular trimming. If the tree is over-pruned, a permit will be required.

### Village Clerk's Office/Administration:

#### Category

- Building Permits - Residential
- Building Permits - Commercial
- Permit Reinstitution
- Public Works/ Roads
- Tree Removal
- Village Clerk's Office/Administration

#### Work type

- FOIL/Document Request
- Miscellaneous Request

#### Work target

- Filming Permits
- New Resident Packet
- Parking Waiver Request
- Party Tents
- Public Assembly Permits
- Tag/Garage sale; Auction pick up permit application
- Vehicle Security Stickers