



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 building permit applications. This is not an exhaustive list, as every project is unique and may require additional forms or supplementary documents.

If applying on paper, all printable forms referenced below are available [here](#).
If applying online, the required attachments are available [here](#).

Project Type:	Application Checklist:
AC	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: 'Building Permits – Residential' → 'Miscellaneous Permits' → 'HVAC' <input type="checkbox"/> Accurate property survey or site plan: <ul style="list-style-type: none"> - Clearly indicate 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
Addition(s)	<p>Required for application submission:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building Permit Application Form: submit paper forms until January 1, 2025 <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: \$150 (cash or check made out to 'The Village of East Hills' or pay online, email for link) <input type="checkbox"/> Application for <u>Tree Removal Permit</u> (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 (<i>can be emailed or otherwise submitted in writing to the Building Department</i>) <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 <u>Plumbing Permit</u> (if necessary) <input type="checkbox"/> Application for <u>Cesspool/Drywell Permit</u> (if necessary) <input type="checkbox"/> Application for <u>AC Permit</u> (if necessary) <input type="checkbox"/> Application for <u>Fence Permit</u> (if necessary) <input type="checkbox"/> Separate Application for <u>Residential Building Permit</u> for any retaining walls (if necessary) <input type="checkbox"/> Plumber and Electrician must be licensed with the Village of East Hills for the calendar year
Bathroom Replacement	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → 'Direct Replacement' <input type="checkbox"/> Online Application: 'Building Permits – Residential' → 'Miscellaneous Permits' → 'Plumbing' <input type="checkbox"/> Signed & notarized 'Owner Affidavit' <input type="checkbox"/> Nassau County Assessor's Form <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



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	<input type="checkbox"/> Plumber and Electrician must be licensed with the Village of East Hills for the calendar year
Boiler/ Hot Water Heater/ Etc. Replacement	<input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Miscellaneous Permits' → 'Plumbing'</i> <i>NOTE: Plumber must be licensed with the Village of East Hills for the calendar year</i>
Covered Porch (rear yard)	<input type="checkbox"/> Building Permit Application Form: submit on paper through January 1, 2025 <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: \$150 (by cash or check made out to 'The Village of East Hills' or pay online, email for link) <input type="checkbox"/> Application for <u>Cesspool/Drywell Permit</u> – Required if paved area is increasing by more than 200 SF Include drywell location, setbacks and calculations on drawings <input type="checkbox"/> Application for <u>Plumbing Permit</u> (if necessary) <input type="checkbox"/> Application for <u>Tree Removal</u> (if necessary)
Deck	<input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → 'Deck'</i> <input type="checkbox"/> property survey or site plan showing proposed/existing deck location and dimensions <input type="checkbox"/> signed & sealed construction drawings (required for any structural changes) <input type="checkbox"/> Signed & notarized 'Owner Affidavit' <input type="checkbox"/> Nassau County Assessor's Form <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
Demolition of House	<input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Demolition' → 'House Demolition'</i> <input type="checkbox"/> Property survey or site plan <input type="checkbox"/> Signed & notarized 'Owner Affidavit' <input type="checkbox"/> Nassau County Assessor's Form <input type="checkbox"/> Deed of owner of existing house <input type="checkbox"/> Electricity shutoff letter <input type="checkbox"/> Water shutoff letter <input type="checkbox"/> Gas shutoff letter or letter confirming there is no gas service <input type="checkbox"/> If burner is oil fired, certification of oil tank removal (from Plumber) or abandonment (from Na Co DOH) <input type="checkbox"/> Asbestos letter from engineer stating no asbestos. If asbestos is present, a letter of abandonment from company that is removing it, including chain of custody for proper disposal <input type="checkbox"/> Draft of "Letter of Demo" that will be sent to neighboring residents including: Address of demo, Contact information for contractor and homeowner, Date of demo, etc. (see sample draft) <input type="checkbox"/> A security deposit in the amount of \$50,000 (check or online payment accepted) or surety bond that must be in effect for the duration of all demolition AND construction at the project location <input type="checkbox"/> A deposit in the amount of \$15,000 bank or certified check (check or online payment accepted) with the Village to guarantee the repair or replacement, milling, or resurfacing of Village roads and highways when damaged by the applicant during demolition or construction for buildings that are substantially altered <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"/> If any trees are to be removed as part of the demo, a separate Tree Removal Permit is required



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<p>Demolition of Other Structure (sports court, shed, detached garage, pool, etc.)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Changes to Primary Structure' → 'Other Demolition'</i> <input type="checkbox"/> Property survey or site plan <input type="checkbox"/> Signed & notarized 'Owner Affidavit' <input type="checkbox"/> Nassau County Assessor's Form <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"/> If any trees are to be removed as part of the demo, a separate online Tree Removal Permit is required
<p>Driveways (Permits are required if a driveway shape or size is being changed in any way)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → 'Patio/Walkway/Driveway Expansion'</i> <input type="checkbox"/> Accurate property survey or site plan: <ul style="list-style-type: none"> - Clearly show proposed/existing driveway and dimensions for any driveway expansion (see sample driveway drawing) <input type="checkbox"/> Signed & notarized 'Owner Affidavit' <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"/> If any trees are to be removed as part of this project, a separate online Tree Removal Permit is required <input type="checkbox"/> If driveway area is increasing by 200 SF or more, a separate online Drywell Permit is required. Include drywell location, setbacks and calculations on drawings
<p>Drywells (new or replacement)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Miscellaneous Permits' → 'Drywell'</i> <input type="checkbox"/> Accurate property survey or site plan: <ul style="list-style-type: none"> - Clearly show drywell locations, dimensions from all property lines, buildings and other structures, 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
<p>Fence (new/ replacement/ addition)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Miscellaneous Permits' → 'Fence'</i> <input type="checkbox"/> Accurate property survey or site plan: <ul style="list-style-type: none"> - Clearly indicate all fences to be replaced or added, including material, height, and gate location(s) (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
<p>Finished Basement</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Changes to Primary Structure' → 'Finished Basement'</i> <input type="checkbox"/> signed & sealed construction drawings showing proposed basement, including details for any egress (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) <input type="checkbox"/> Signed & notarized 'Owner Affidavit' <input type="checkbox"/> Nassau County Assessor's Form <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"/> Online Application for Plumbing Permit (if necessary) <input type="checkbox"/> Plumber and Electrician must be licensed with the Village of East Hills for the calendar year
<p>Generator</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → 'Generator'</i> <input type="checkbox"/> Online Application for Plumbing Permit <input type="checkbox"/> Signed & notarized 'Owner Affidavit'



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

- Plumber and Electrician must be licensed with the Village of East Hills for the calendar year
- Accurate property survey or site plan:
 - Clearly show proposed generator location with setbacks to the house, property lines, and any accessory equipment (see sample generator drawing)
- Generator Specifications/Information (see generator requirements)

If a Contractor is associated with installation, we will also need:

- 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

Interior Alterations

- Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → 'Addition/Alteration'
- signed & sealed construction drawings (required for any structural changes)
- Signed & notarized 'Owner Affidavit'
- Nassau County Assessor's Form
- 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
- Online Application for [Plumbing Permit](#) (if necessary)
- Online Application for [AC Permit](#) (if necessary)
- Plumber and Electrician must be licensed with the Village of East Hills for the calendar year

Kitchen Replacement

- Online Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → '**Direct Replacement**'
- Online Application for [Plumbing Permit](#)
- Signed & notarized 'Owner Affidavit'
- Nassau County Assessor's Form
- 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
- Plumber and Electrician must be licensed with the Village of East Hills for the calendar year

New House

Required for application submission:

- Application for [Residential Building Permit](#) **submit on paper through January 1, 2025**
(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: \$150 (check made out to 'The Village of East Hills' or pay online, email for link)
- 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.

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



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

	<ul style="list-style-type: none"> <input type="checkbox"/> Plumber and Electrician must be licensed with the Village of East Hills for the calendar year <input type="checkbox"/> Application for <u>Plumbing Permit</u> <input type="checkbox"/> Application for <u>Cesspool/Drywell Permit</u> <input type="checkbox"/> Application for <u>AC Permit</u> <input type="checkbox"/> Application for <u>Fence Permit</u> (if necessary) <input type="checkbox"/> Application for <u>Demolition Permit</u> <input type="checkbox"/> Separate Application for <u>Residential Building Permit</u> for any retaining walls
Outdoor Kitchen/ Built-in BBQ	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → 'Patio/Walkway/Driveway Expansion'</i> <input type="checkbox"/> Online Application for <u>Plumbing Permit</u> (if necessary) <input type="checkbox"/> Accurate property survey or site plan: <ul style="list-style-type: none"> - Clearly show proposed/existing location, dimensions and setbacks <input type="checkbox"/> Signed & notarized 'Owner Affidavit' <input type="checkbox"/> Nassau County Assessor's Form <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"/> Plumber and Electrician must be licensed with the Village of East Hills for the calendar year <input type="checkbox"/> If any trees are to be removed as part of this project, a separate online <u>Tree Removal Permit</u> is required <input type="checkbox"/> If project includes an outdoor sink, a separate online <u>Drywell Permit</u> is required. Include drywell location, setbacks and calculations on drawing
Patio/Walkway	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → 'Patio/Walkway/Driveway Expansion'</i> <input type="checkbox"/> Accurate property survey or site plan: <ul style="list-style-type: none"> - Clearly show proposed/existing driveway and dimensions for any driveway expansion (see sample driveway drawing) <input type="checkbox"/> Signed & notarized 'Owner Affidavit' <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"/> If any trees are to be removed as part of this project, a separate online <u>Tree Removal Permit</u> is required <input type="checkbox"/> If driveway area is increasing by 200 SF or more, a separate online <u>Drywell Permit</u> is required. Include drywell location, setbacks and calculations on drawings
Plumbing/ Gas/ Oil Fixtures (Replacement)	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Miscellaneous Permits' → 'Plumbing'</i> <p><i>NOTE: Plumber must be licensed with the Village of East Hills for the calendar year</i></p>
Pergola	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → 'Pergola'</i> <input type="checkbox"/> Accurate property survey or site plan: <ul style="list-style-type: none"> - Clearly show proposed/existing location, dimensions and setbacks <input type="checkbox"/> Pergola Information & Specifications <input type="checkbox"/> Signed & notarized 'Owner Affidavit' <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
Plumbing/ Gas/ Oil Fixtures (New)	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Miscellaneous Permits' → 'Plumbing'</i> <p><i>NOTE: Plumber must be licensed with the Village of East Hills for the calendar year</i> <i>NOTE: If a bathroom or kitchen is being replaced and any walls, sheetrock or electrical work is being done, a Building Permit is required with all necessary paperwork</i></p>



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

POD/ Temporary Storage Container

- Online Application: 'Building Permits – Residential' → 'Miscellaneous Permits' → '**Temporary Storage (POD)**'

NOTE: You must have a valid Building Permit in force in order to apply for a temporary storage container

Required for application submission:

- Application for [Residential Building Permit](#) submit on paper through January 1, 2025
- 1 set of signed & sealed design drawings
- 1 set of signed & sealed landscape plan
- Copy of property survey
- Application Fee: \$150 (cash or check made out to 'The Village of East Hills')
- Application for [Fence Permit](#)
- Application for [Tree Removal](#) (if necessary)

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.

Pool/ Spa/ Hot Tub

Required before issuance of a permit:

- Provide any missing information on application forms including Contractor, Plumber, and Electrician'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
- Application for [Plumbing Permit](#)
- Application for [Cesspool/Drywell Permit](#)
- Separate Application for [Residential Building Permit](#) for any retaining walls
- Plumber and Electrician must be licensed with the Village of East Hills for the calendar year

Required for application submission: submit on paper through January 1, 2025

- Application for [Residential Building Permit](#)
- 2 sets of signed & sealed construction drawings
- 2 sets of signed & sealed landscape plan (if necessary)
- Copy of property survey
- 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: \$150 (check made out to 'The Village of East Hills' or pay online, email for link)
- Application for [Tree Removal Permit](#) (if necessary)
- Application for [Cesspool/Drywell Permit](#) (if necessary)

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.

Portico/ Porch (front yard)

- Online Application: 'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → '**Retaining Wall**'

Retaining Walls

- Construction drawings
- Accurate property survey or site plan:
 - Topography is required
- Environmental Assessment Form
- Signed & notarized 'Owner Affidavit'
- Nassau County Assessor's Form
- Contractor's Nassau County Consumer Affairs License



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	<ul style="list-style-type: none"><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"/> If any trees are to be removed as part of this project, a separate Tree Removal Permit is required <p><i>NOTE: Retaining walls must ALWAYS be on their own, separate permit application from other work</i></p>
Septic System Replacement	<ul style="list-style-type: none"><input type="checkbox"/> Online Application: 'Building Permits – Residential' → 'Miscellaneous Permits' → 'Septic System'<input type="checkbox"/> Accurate property survey or site plan:<ul style="list-style-type: none">- Clearly show drywell locations, dimensions from all property lines, buildings and other structures, 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"/> If any trees are to be removed as part of this project, a separate Tree Removal Permit is required
Shed	<ul style="list-style-type: none"><input type="checkbox"/> Online Application: 'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → 'Shed'<input type="checkbox"/> Accurate property survey or site plan:<ul style="list-style-type: none">- Clearly show location, dimensions and setbacks (see sample shed drawing)<input type="checkbox"/> Signed & notarized 'Owner Affidavit'<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"/> If any trees are to be removed as part of this project, a separate Tree Removal Permit is required
Siding/Stone/Brick Replacement	<ul style="list-style-type: none"><input type="checkbox"/> Online Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → 'Siding/Window Replacement'<input type="checkbox"/> Photos of the existing house from all sides<input type="checkbox"/> Photos of proposed siding, etc. and specifications<input type="checkbox"/> Signed & notarized 'Owner Affidavit'<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 <p><i>NOTE: Expedited ARB review is required at an additional fee for exterior replacements except for like-in-kind.</i></p>
Solar Panels	<ul style="list-style-type: none"><input type="checkbox"/> Online Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → 'Solar Panels'<input type="checkbox"/> Construction drawings<input type="checkbox"/> Solar Panel specifications<input type="checkbox"/> Signed & notarized 'Owner Affidavit'<input type="checkbox"/> Nassau County Assessor's Form<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 <p><i>NOTE: Any solar panel arrays that are not all black will require approval from the Architectural Review Board</i></p>
Sports Court	<p>Required for application submission:</p> <ul style="list-style-type: none"><input type="checkbox"/> Online Application: 'Building Permits – Residential' → 'Exterior Improvements' → 'Sports Court'<input type="checkbox"/> signed & sealed design drawings<input type="checkbox"/> signed & sealed landscape plan<input type="checkbox"/> Copy of property survey (a topographic survey is required)<input type="checkbox"/> Signed & notarized 'Owner Affidavit'<input type="checkbox"/> Nassau County Assessor's Form<input type="checkbox"/> Online Application for Cesspool/Drywell Permit<input type="checkbox"/> Online Application for Fence Permit (if necessary)<input type="checkbox"/> Application for Tree Removal (if necessary)



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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
- final signed & sealed construction drawings in accordance with ZBA decision
- 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 any proposed retaining walls

Window Replacement

- Online Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → '**Siding/Window Replacement**'
- Photos of the existing house from all sides
- List of windows, sizes, locations and specifications
- Signed & notarized 'Owner Affidavit'
- 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