



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.
As every project is unique, additional forms or supplementary documents may be required.
Required attachments for online application are available [here](#).**

Project Types: *(Click on the project type to jump to the relevant page)*

- [AC](#)
- [Addition\(s\)](#)
- [Bathroom Replacement](#)
- [Boiler/ Hot Water Heater/ Etc. Replacement](#)
- [Covered Porch](#) (rear yard)
- [Deck](#)
- [Demolition of House](#)
- [Demolition of other structure](#) (sports court, shed, detached garage, pool, etc.)
- [Driveways](#)
- [Drywells](#)
- [Fence](#)
- [Finished Basement](#)
- [Generator](#)
- [Interior Alterations](#)
- [Kitchen Replacement](#)
- [New House](#)
- [Outdoor Kitchen/Built-in BBQ](#)
- [Patio/Walkway](#)
- [Pergola](#)
- [Plumbing/ Gas/ Oil Fixtures](#) (including gas conversions)
- [POD/ Temporary Storage Container](#)
- [Pool/ Spa/ Hot Tub](#)
- [Portico/ Porch](#) (front yard)
- [Retaining Walls](#)
- [Road Opening](#)
- [Septic System/ Cesspool](#)
- [Shed](#)
- [Siding/ Stone/ Brick Replacement](#)
- [Solar Panels](#)
- [Sports Court](#)
- [Substantially Improved Structures](#)
- [Tree Removal](#)
- [Window Replacement](#)

[Survey Requirements](#)

[Construction Drawing Requirements](#)

[Requirements for New Homes & Substantially Improved Structures](#)



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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 marked to clearly indicate condenser location(s) <input type="checkbox"/> Specifications for AC unit(s) <input type="checkbox"/> Signed & notarized 'Owner Affidavit' (Download form here) <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"/> Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → 'Addition/Alteration' <input type="checkbox"/> Signed & sealed construction drawings (required for any structural changes) <input type="checkbox"/> Landscaping plan <input type="checkbox"/> Accurate property survey or site plan: <ul style="list-style-type: none"> - A topographic survey is required for additions in order to confirm compliance with height setback ratio regulations <input type="checkbox"/> Signed & notarized 'Owner Affidavit' (Download form here) <input type="checkbox"/> Signed & notarized 'Architect/Engineer's Statement' (Download form here) <input type="checkbox"/> Nassau County Assessor's Form (Download form here) <input type="checkbox"/> If any trees are to be removed as part of this project, a separate online Tree Removal Permit is required <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"/> Final signed & sealed construction drawings in accordance with ARB/ZBA decision <input type="checkbox"/> Final landscape plan 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"/> If impervious surface area is increasing by 200 SF or more, a separate online Drywell Permit is required <ul style="list-style-type: none"> - Include drywell location, setbacks and calculations on drawings <input type="checkbox"/> If any plumbing work is to be done as part of this project, a separate online Plumbing Permit is required <input type="checkbox"/> If any AC units are to be added/replaced as part of this project, a separate online AC Permit is required <input type="checkbox"/> If any fences are to be added or replaced as part of this project, a separate online Fence Permit is required <input type="checkbox"/> Separate Application 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"/> 2nd Online Application: 'Building Permits – Residential' → 'Miscellaneous Permits' → 'Plumbing' <input type="checkbox"/> Signed & notarized 'Owner Affidavit' (Download form here) <input type="checkbox"/> Nassau County Assessor's Form (Download form here) <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
Boiler/ Hot Water Heater/ Etc. (New or Replacement)	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application: 'Building Permits – Residential' → 'Miscellaneous Permits' → 'Plumbing' <input type="checkbox"/> Signed & notarized 'Owner Affidavit' (Download form here) <p><i>NOTE: Plumber must be licensed with the Village of East Hills for the calendar year</i></p>



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

Covered Porch (rear yard)

- Online Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → '**Portico/ Covered Porch/ Lanai**'
- Signed & sealed [construction drawings](#) (required for any structural changes)
- Accurate [property survey](#) or site plan:
 - Show porch location with dimensions and setbacks
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- Signed & notarized 'Architect/Engineer's Statement' (Download form [here](#))
- Nassau County Assessor's Form (Download form [here](#))
- 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
- If any trees are to be removed as part of this project, a separate online [Tree Removal Permit](#) is required
- If impervious surface area is increasing by 200 SF or more, a separate online [Drywell Permit](#) is required
 - Include drywell location, setbacks and calculations on drawings

Deck

- Online Application: 'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → '**Deck**'
- Signed & sealed [construction drawings](#) (required for any structural changes)
- Accurate [property survey](#) or site plan showing proposed/existing deck location and dimensions
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- Nassau County Assessor's Form (Download form [here](#))
- 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

Demolition of House

- Online Application: 'Building Permits – Residential' → 'Demolition' → '**House Demolition**'
- Accurate [property survey](#) or site plan
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- Nassau County Assessor's Form (Download form [here](#))
- Deed of owner of existing house
- Electricity shutoff letter
- Water shutoff letter
- Gas shutoff letter or letter confirming there is no gas service
- If burner is oil fired, certification of oil tank removal (from Plumber) or abandonment (from Nassau County Department Of Health)
- 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
- Photos of existing street conditions from all angles
- 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](#))
- 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
- 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 new or substantially altered (deposit refund takes place only after a CO is issued and is approved by the Board of Trustees)
- 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
- If any trees are to be removed as part of the demo, a separate [Tree Removal Permit](#) is required



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

Demolition of Other Structure (sports court, shed, detached garage, pool, etc.)

- Online Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → 'Other Demolition'
- Accurate [property survey](#) or site plan
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- Nassau County Assessor's Form (Download form [here](#))
- 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
- If any trees are to be removed as part of the demo, a separate online [Tree Removal Permit](#) is required

Driveways (Permits are required if a driveway shape or size is being changed in any way)

- Online Application: 'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → 'Patio/Walkway/Driveway Expansion'
- Accurate [property survey](#) or site plan:
 - Clearly show proposed/existing driveway and dimensions for any driveway expansion (see [sample driveway drawing](#))
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- 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
- If any trees are to be removed as part of this project, a separate online [Tree Removal Permit](#) is required
- 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

Drywells (new or replacement)

- Online Application: 'Building Permits – Residential' → 'Miscellaneous Permits' → 'Drywell'
- Accurate [property survey](#) or site plan:
 - Clearly show drywell locations, dimensions from all property lines, buildings and other structures, utilities & all applicable clearances
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- 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

Fence (new/replacement/addition)

- Online Application: 'Building Permits – Residential' → 'Miscellaneous Permits' → 'Fence'
- Accurate [property survey](#) or site plan:
 - Clearly indicate all fences to be replaced or added, including material, height, and gate location(s) (see [sample fence drawing and requirements](#))
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- 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

Finished Basement

- Online Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → 'Finished Basement'
- Signed & sealed [construction drawings](#) showing proposed basement, including details for 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)
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- Nassau County Assessor's Form (Download form [here](#))
- 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
- If any plumbing work is to be done as part of this project, a separate online [Plumbing Permit](#) is required
- Plumber and Electrician must be licensed with the Village of East Hills for the calendar year



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

Generator

- Online Application: 'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → '**Generator**'
- 2nd Online Application: 'Building Permits – Residential' → 'Miscellaneous Permits' → '**Plumbing**'
- 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](#))
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- Plumber and Electrician must be licensed with the Village of East Hills for the calendar year

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' (Download form [here](#))
- Nassau County Assessor's Form (Download form [here](#))
- 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**'
- 2nd Online Application: 'Building Permits – Residential' → 'Miscellaneous Permits' → '**Plumbing**'
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- Nassau County Assessor's Form (Download form [here](#))
- 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



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

Required for application submission:

- Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → 'New House'
 - Signed & sealed design drawings (must confirm all code and zoning compliance)
 - Signed & sealed landscaping plan
 - Accurate [property survey](#) or site plan:
 - A topographic survey is required in order to confirm compliance with height setback ratio regulations
 - Initial HERS Rating
 - Copy of Deed
 - Signed & notarized 'Owner Affidavit' (Download form [here](#))
 - Signed & notarized 'Architect/Engineer's Statement' (Download form [here](#))
 - Nassau County Assessor's Form (Download form [here](#))
 - If any trees are to be removed as part of this project, a separate online [Tree Removal Permit](#) is required
- NOTE: Approval from the Architectural Review Board is required under separate application and 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:

- Final signed & sealed [construction drawings](#) in accordance with ARB/ZBA decision
- Final signed & sealed landscape plan in accordance with ARB/ZBA decision
- HERS Rating
- 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
- A separate online [Drywell Permit](#) is required
 - Include drywell location, setbacks and calculations on drawings
- A separate online [Septic Permit](#) is required
 - Include I/A system & LP locations, setbacks and calculations on drawings
- A separate online [Plumbing Permit](#) is required
- A separate online [AC Permit](#) is required
- A separate online [Demolition Permit](#) is required
- If any fences are to be added or replaced as part of this project, a separate online [Fence Permit](#) is required
- 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

Outdoor Kitchen/ Built-in BBQ

- Online Application: 'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → 'Patio/Walkway/Driveway Expansion'
- 2nd Online Application for [Plumbing Permit](#) (if necessary)
- Accurate [property survey](#) or site plan:
 - Clearly show proposed/existing location, dimensions and setbacks
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- Nassau County Assessor's Form (Download form [here](#))
- 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
- If any trees are to be removed as part of this project, a separate online [Tree Removal Permit](#) is required
- If project includes an outdoor sink, a separate online [Drywell Permit](#) is required. Include drywell location, setbacks and calculations on drawing



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

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 patio/walkway drawing)<input type="checkbox"/> Signed & notarized 'Owner Affidavit' (<i>Download form here</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"/> If any trees are to be removed as part of this project, a separate online Tree Removal Permit is required<input type="checkbox"/> If impervious surface is increasing by 200 SF or more, a separate online Drywell Permit is required. Include drywell location, setbacks and calculations on drawings
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' (<i>Download form here</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
Plumbing/ Gas/ Oil Fixtures (New or Replacement)	<ul style="list-style-type: none"><input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Miscellaneous Permits' → 'Plumbing'</i><input type="checkbox"/> Signed & notarized 'Owner Affidavit' (<i>Download form here</i>) <p><i>NOTE: Plumber must be licensed with the Village of East Hills for the calendar year</i></p> <p><i>NOTE: If bathroom or kitchen walls, sheetrock or electrical work is being done, a Building Permit is required with all necessary paperwork</i></p>
POD/ Temporary Storage Container	<ul style="list-style-type: none"><input type="checkbox"/> Online Application: <i>'Building Permits – Residential' → 'Miscellaneous Permits' → 'Temporary Storage (POD)'</i> <p><i>NOTE: You must have a valid Building Permit in force in order to apply for a temporary storage container</i></p>



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

Pool/ Spa/ Hot Tub

Required for application submission:

- Application: 'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → 'Pool/ Hot Tub/ Spa'
 - Online Application: 'Building Permits – Residential' → 'Miscellaneous Permits' → 'Fence'
 - Signed & sealed [construction drawings](#)
 - Signed & sealed landscaping plan
 - Accurate [property survey](#) or site plan:
 - A topographic survey is required
 - Signed & notarized 'Owner Affidavit' (Download form [here](#))
 - Nassau County Assessor's Form (Download form [here](#))
 - If any trees are to be removed as part of this project, a separate online [Tree Removal Permit](#) is required
- NOTE: Pools/Spas/Hot Tubs must go before the Zoning Board of Appeals (ZBA) for a special exception, under separate [application](#). 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:

- Final signed & sealed [construction drawings](#) in accordance with ZBA decision
- Final signed & sealed landscape plan 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
- If impervious surface area is increasing by 200 SF or more, a separate online [Drywell Permit](#) is required
 - Include drywell location, setbacks and calculations on drawings
- If any plumbing work is to be done as part of this project, a separate online [Plumbing Permit](#) is required
- Separate Application for any [retaining walls](#) (if necessary)
- Plumber and Electrician must be licensed with the Village of East Hills for the calendar year

Portico/ Porch (Front Yard)

Required for application submission:

- Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → 'Portico/ Covered Porch/ Lanai'
- Signed & sealed [construction drawings](#) (required for any structural changes)
- Landscaping plan (if necessary)
- Accurate [property survey](#) or site plan
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- Signed & notarized 'Architect/Engineer's Statement' (Download form [here](#))
- Nassau County Assessor's Form (Download form [here](#))
- 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
- If any trees are to be removed as part of this project, a separate online [Tree Removal Permit](#) is required
- If impervious surface area is increasing by 200 SF or more, a separate online [Drywell Permit](#) is required
 - Include drywell location, setbacks and calculations on drawings

NOTE: Approval from the Architectural Review Board (ARB) is required under [separate application](#) and 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.



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

Retaining Walls (New or Replacement Walls >2' High)

- Online Application: 'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → 'Retaining Wall'
 - Signed & sealed [construction drawings](#)
 - Accurate [property survey](#) or site plan:
 - Topography is required
 - Environmental Assessment Form
 - Signed & notarized 'Owner Affidavit' (Download form [here](#))
 - Nassau County Assessor's Form (Download form [here](#))
 - 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
 - If any trees are to be removed as part of this project, a separate [Tree Removal Permit](#) is required
- NOTE: Retaining walls must ALWAYS be on their own, separate permit application from other work*

Road Openings

- Online Application: 'Public Works/Roads → 'Right-of-Way' → 'Street opening/Right-of-way permit'
- Drawing/Diagram of location of proposed opening/work

Septic System (New or Replacement)

- Online Application: 'Building Permits – Residential' → 'Miscellaneous Permits' → 'Septic System'
- Accurate [property survey](#) or site plan:
 - Clearly show drywell locations, dimensions from all property lines, buildings and other structures, utilities & all applicable clearances
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- 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
- If any trees are to be removed as part of this project, a separate [Tree Removal Permit](#) is required

Shed

- Online Application: 'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → 'Shed'
- Accurate [property survey](#) or site plan:
 - Clearly show location, dimensions and setbacks (see [sample shed drawing](#))
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- 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
- If any trees are to be removed as part of this project, a separate [Tree Removal Permit](#) is required

Siding/Stone/Brick Replacement

- Online Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → 'Siding/Window Replacement'
- Photos of the existing house from all sides
- Photos of proposed siding, etc. and specifications
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- 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

NOTE: An expedited Architectural Review Board review is required under separate application and at an additional fee for exterior replacements except for like-in-kind.



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

Solar Panels

- Online Application: 'Building Permits – Residential' → 'Changes to Primary Structure' → '**Solar Panels**'
- Signed & sealed [construction drawings](#)
- Solar Panel specifications
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- Nassau County Assessor's Form (Download form [here](#))
- 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

NOTE: Any solar panel arrays that are not all black will require approval from the Architectural Review Board

Required for application submission:

- Application: 'Building Permits – Residential' → 'Exterior Improvements & Accessory Structures' → '**Sports Court**'
- Signed & sealed [construction drawings](#)
- Signed & sealed landscaping plan
- Accurate [property survey](#) or site plan:
 - A topographic survey is required
- Signed & notarized 'Owner Affidavit' (Download form [here](#))
- Nassau County Assessor's Form (Download form [here](#))
- If any trees are to be removed as part of this project, a separate online [Tree Removal Permit](#) is required
- If impervious surface area is increasing by 200 SF or more, a separate online [Drywell Permit](#) is required
 - Include drywell location, setbacks and calculations on drawings

Sports Court

- If any fences are to be added or replaced as part of this project, a separate online [Fence Permit](#) is required
- NOTE: Sports Courts must go before the Zoning Board of Appeals (ZBA) for a special exception under separate [application](#) and at an additional fee. 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:

- Final signed & sealed [construction drawings](#) in accordance with ZBA decision
- Final signed & sealed landscape plan 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
- If any plumbing work is to be done as part of this project, a separate online [Plumbing Permit](#) is required
- Separate Application for any [retaining walls](#) (if necessary)
- Plumber and Electrician must be licensed with the Village of East Hills for the calendar year



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?

Required for application submission:

- Application: *'Building Permits – Residential' → 'Changes to Primary Structure' → 'New House/ SIS'*
 - Signed & sealed design drawings (must confirm all code and zoning compliance)
 - Signed & sealed landscaping plan
 - Accurate [property survey](#) or site plan:
 - A topographic survey is required in order to confirm compliance with height setback ratio regulations
 - Signed & notarized 'Owner Affidavit' (Download form [here](#))
 - Signed & notarized 'Architect/Engineer's Statement' (Download form [here](#))
 - Copy of Deed
 - Nassau County Assessor's Form (Download form [here](#))
 - If any trees are to be removed as part of this project, a separate online [Tree Removal Permit](#) is required
- NOTE: Approval from the Architectural Review Board is required under separate application and at an additional fee for substantially improved structures. As a result, you do not need to have your Contractor, Plumber or Electrician selected prior to submission of your application.*

Substantially Improved Structure

Required before issuance of a permit:

- Final signed & sealed [construction drawings](#) in accordance with ARB/ZBA decision
- Final signed & sealed landscape plan in accordance with ARB/ZBA decision
- HERS Rating/ ResCheck
- 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
- A separate online [Drywell Permit](#) is required
 - Include drywell location, setbacks and calculations on drawings
- A separate online [Septic Permit](#) is required
 - Include I/A system & LP locations, setbacks and calculations on drawings
- A separate online [Plumbing Permit](#) is required
- A separate online [AC Permit](#) is required
- If any fences are to be added or replaced as part of this project, a separate online [Fence Permit](#) is required
- 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

Tree Removal

- Online Application: **'Tree Removal'**
- Accurate [property survey](#) or site plan:
 - Clearly show all trees to be removed, and all proposed replacement trees
- Signed & notarized 'Owner Affidavit - Tree' (Download form [here](#))
- Tree company must be licensed with the Village of East Hills for the calendar year

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' (Download form [here](#))
- 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



Survey Requirements

ALL property surveys must:

- Be to scale, accurate, and legible.
- Show all current existing conditions on and above the ground.
- Provide dimension and setback distance information for all buildings and structures located on the premises from all property lines
- Be prepared by a licensed land surveyor and must have the original seal and original signature of the surveyor.
- Additional requirements for *additions, porticos, roof over patio, tiered retaining walls, pools, sports courts, etc*:
 - Must include topography and spot elevations [as needed to verify height setback ratio requirements](#) and compliance with steep slopes code (not required for first floor additions only)
 - Include location of all trees 5" DBH (diameter at breast height) or greater that will be affected by proposed construction
- Additional requirements for *new homes and substantially improved structures*:
 - Include location of all trees 5" DBH (diameter at breast height) or greater on the property
- A property survey is required for *all* project types, except:
 - Projects that involve no changes to the exterior shell of the building or exterior property areas

Additional Survey Requirements

Foundation surveys

- Required for all new homes (or extensions when required by the Building Inspector)
- Must be submitted and approved prior to framing
- Must include elevation at top of foundation and location of all septic and drainage structures

Final surveys

- Required prior to the issuance of a certificate of occupancy or compliance for any construction projects that change the footprint of the structure, or at the discretion of the Building Inspector.
- Required for any projects that receive special exceptions or variances for setbacks or lot coverage from the Zoning Board of Appeals.
- Must show all setback information to all property lines, and conditions on and above the grade (including walkways, driveways, equipment, etc.)
- Up-to-date surveys are required with the submission of any application to legalize and maintain construction.



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WHAT DO I NEED FOR MY PERMIT APPLICATION?

Construction Drawings Minimum Requirements (Must be signed & sealed by a licensed Architect or Engineer)

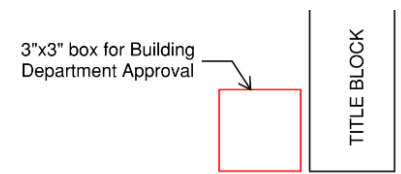
1. **Site plan** at 1"=20' scale:
 - a. Show the location and setbacks of the existing dwelling including attached porches and terraces/decks; detached accessory structures such as garages and sheds; all exterior equipment such as a/c units, generators, and barbeques; and all paved areas such as driveways and patios
 - b. Show the proposed location and setbacks of the addition, alteration, or other work including exterior equipment/structures
 - c. Clearly indicate all proposed drywells, septic systems or tree removals
2. **Zoning Data:**
 - a. Provide zoning district, owner information, property address, and Section, Block and Lot(s)
 - b. Provide zoning chart with all required setback, floor area, coverage, and height requirements
 - c. Provide calculation breakdown diagrams for floor area, lot coverage, rear yard coverage, and average grade (see sample diagrams)
 - d. Any deviations from any zoning requirements must be clearly shown and highlighted on the plans. Failure to comply may void any plan approval
3. **Architectural floor plans** (1/4" scale) of every affected/alterer story including any foundation/basement
 - a. Show smoke detectors, carbon monoxide detectors, and heat detectors in all required locations on all plans
 - b. Specify all ceiling heights & label all spaces
 - c. Clearly distinguish any existing areas or rooms that will not be touched during construction, and any existing areas that will be replaced or altered in any way
4. **Elevations** (1/4" scale) of every side where the work is visible, including the following:
 - a. Provide an elevation baseline (ie. FFE, pre-existing average grade at house), clearly identify all elevation lines, and carry elevation lines across the entire elevation
 - b. Ridge height dimensioned from the pre-existing average grade at house
 - c. Demonstration of compliance with height setback ratio on all necessary elevations - to project from the average grade for each side (see sample: [height setback ratio calculations](#))
 - d. Line thickness/weight should not be too heavy that it would prohibit verification of measurements
5. **Sections** (1/4" scale) **and details** necessary to communicate the full construction of the addition/alteration/etc.

Required for final construction drawings/ permit issuance:

6. Structural framing plans of every affected/alterer story including the attic/roof
7. Design Criteria Specifications; Climate/Geographic, Load/Deflection, Fastener schedule, Uplift resistance connection details
8. Electrical plans and plumbing riser diagrams
9. Plans must show insulation, and include a certification from the RA or PE that the work will comply with the New York State Energy Conservation Construction Code

****All aspects of the design should be consistent throughout all plans, elevations, sections, details, and specifications****

All construction drawings must contain a box with 3 inch x 3 inch clear dimensions located in the exact same location on the lower right corner of every page to be used for building department approval stamps.



The full set of construction drawings must be contained within a single file for upload. **Individual separate page uploads will not be accepted.**



Requirements for Substantially Improved Structures and New Homes:

- **Stormwater Retention**

- All new or substantially improved structures shall provide for the on-site stormwater retention for the entire structure and all impervious surfaces on the subject property (Section 271-267)

- **New Sanitary System**

- For new or substantially improved structures constructed under building permits issued on or after October 1, 2023, new I/A Sanitary Systems (“Innovative and Alternative Onsite Wastewater Treatment Systems”) must be installed (Section 271-285(2))

- **Surety or Cash Bond**

- Execute and file with the Village Clerk a bond approved by the Village Board of Trustees in the amount of \$25,000 for Substantially Improved Structures and \$50,000 for new homes, with a surety company authorized to do business in the State of New York as a surety and conditioned for the faithful performance of the terms and conditions contained in this chapter, the observance of all municipal ordinances and to indemnify the Village for any damage to the Village roads, trees, property, facilities and other damages suffered and costs incurred by the Village of East Hills in connection with the work performed (Section 223-20)

- **\$15,000 Check or Cash Deposit**

- Deposit with the Village Clerk/Treasurer the sum of \$15,000, in check or cash only, 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 (Section 223-20)

What is a Substantially Improved Structure?

The enlargement, replacement or alteration of any structure where the new work area exceeds 50 percent of the existing building area, or which would classify as a Level 3 alteration by the Existing Building Code of NYS.

What is a New House?

A completely new structure; the alteration of any structure that includes the removal of 70 percent or more of the existing building area; or the alteration of any structure where the existing first floor ceiling height will be raised from the existing height.

Construction drawings must include locations, sizes, calculations, and information for any drywells and sanitary systems.

Bonds and deposits are required after approval from the ARB and prior to permit issuance. Any cash bonds or deposits may be returned after a CO is issued if approved by the Building Department.