

# INCORPORATED VILLAGE OF NORTH HILLS

One Shelter Rock Road, North Hills, NY 11576 • Tel. (516) 627-3690 • Fax (516) 627-0703

## Instructions for Filing an Application for Building Permit

All applications to include the following items:

**Complete “Application for Building Permit”-** (3) Three original signed and notarized copies of the Application.

**Building Permit Fee-** Fees to be paid by check. Fees will be calculated per Village Code Chapter 130.

**Plans and Specifications-** (2) Two copies signed & sealed by design professional licensed in the State of New York. The plans must clearly show the full extent and dimensions of the proposed work as well as demonstrate compliance of all applicable codes, laws, and regulations. **Site Plan, Zoning Analysis**, and all information, diagrams, and calculations demonstrating compliance with the zoning regulations to be included on first page of drawings. Any questions regarding requirements for plans please contact the Superintendent of the Building Department.

**Copy of Survey-** All surveys to be signed and sealed by a surveyor licensed in the state of New York. In the case of new construction, survey to show proposed new structure as well as all setback dimensions. Interior alterations do not require a survey.

**Proof of Property Ownership-** A copy of a recent tax bill or Deed.

**Certification of Licensed Professional to Oversee Construction-** Provide one copy of Village form “CERTIFICATION OF LICENSED PROFESSIONAL TO OVERSEE CONSTRUCTION”. Form must be **signed and sealed by licensed design professional as well as signed and notarized by the home owner**. This form is only required for any new construction or alteration project that includes the addition or removal of walls.

**HOA Filing Affidavit-** If the property is located within a community with a Homeowners Association, provide (1) one copy of the “PROOF OF HOA FILING AFFIDAVIT” signed and notarized by the property owner. Or the original approval letter from the HOA.

**Nassau County Board of Assessors Form-** (1) One Copy of form supplied by Village.

**Truss Type Construction Form-** (1) One copy of “NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES” form to be submitted for any new construction or alteration project.

**Contractors Information-** General Contractor, HVAC Contractor, Plumber, and Electrician to submit a copy of their license, liability, disability, and workers compensation insurance. Please see “LICENSE & INSURANCE REQUIREMENTS” page for additional information.

**Plumbing Permit Application-** If your project involves any plumbing work, a separate plumbing application must be submitted. (3) Three copies with original signatures will be required.

**Please note that any proposed work to the exterior of a building will require approval from the Architectural Review Board prior to issuance of building permit.**

**\*\*NO CONSTRUCTION OR DEMOLITION MAY TAKE PLACE PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.\*\***

**Required inspections will be listed on the building permit. It is the responsibility of the owner to schedule the required inspections. Requests for a building inspection must be made in advance and are subject to scheduling.**

**At Completion of the construction and once a final inspection has been passed the applicant must submit the close out documents in order to receive a Certificate of Occupancy or a Certificate of Completion.**

**\*\*Any questions regarding requirements please contact the Building Department at (516) 627-3690. \*\***