

INCORPORATED VILLAGE OF NORTH HILLS

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

Instructions for Closing Out a Building Permit

Upon receipt of an approved Final Inspection please provide the following to the Building Department in order to receive a Certificate of Occupancy or a Certificate of Completion:

Complete “Owners Final Cost Affidavit”- One original signed and notarized copy.

Certification of Licensed Professional who Oversaw Construction- Provide one copy of Village form “CERTIFICATION OF LICENSED PROFESSIONAL TO OVERSEE CONSTRUCTION”. Form must be **signed and sealed by licensed design professional and notarized.**

Electrical Certificate- An original copy of the electrical certificate provided by one of the villages approved independent electrical inspection agencies.

Any Remaining Fees- Fees to be paid by check. Fees will be calculated per Village Code Chapter 130.

Copy of Final Survey or Location Letter from Licensed Design Professional- All surveys to be signed and sealed by a surveyor licensed in the state of New York. In the case of location letter by design professional we also request a site plan showing all setback dimensions. This item not required for Interior alterations.

Other Items- Other items that may be required (1) State variance conditions. (2) Nassau County Fire Marshall Approval. (3) Special Inspection reports.

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