

VILLAGE OF GREAT NECK ESTATES

Atwater Plaza
4 Gateway Drive
Great Neck, NY 11021
ph: 516-482-8283 fax: 516-482-5572

INSTRUCTIONS FOR FILING A BUILDING PERMIT APPLICATION

Fee is based on Estimated Cost of Job and must be submitted with application:

\$250 Filing Fee, plus \$15 for each \$1,000 of construction cost
\$125 Certificate of Occupancy or Certificate of Completion
Architectural Review Board: \$200 Alteration/Addition \$400 New Dwelling
Separate Instructions for Architectural Review Board (attached)

Complete one (1) "APPLICATION FOR A PERMIT"

Submit two (2) sets of plans, stapled together and folded to show the project name and location face up. The plans must clearly show the full extent and dimensions of the proposed work (see Requirements for Construction Plans for a more detailed description of requirements). The **Site Plan, Zoning Analysis** and all information, diagrams, and calculations demonstrating compliance with the zoning regulations must be shown on the first sheet of the drawings.

The site plan must show the following information:

- Existing and proposed construction and proposed front, side and rear yard setbacks
- Driveways, paths, walkways, retaining walls, stairs, storm-water drywells, septic tanks and cesspool locations
- Location of construction fence and erosion control measures to maintain all drainage on the site during and after construction
- The location and caliper of all existing trees. Identify trees to be removed or the method of protecting them during construction

Provide a current original architectural survey (signed and sealed by a surveyor licensed in the State of New York). The survey must contain: property dimensions, lot area calculation by the surveyor, topographic contour lines, dimensions of all existing structures, setback dimensions from all property lines, species and size of trees greater than 3" in caliper, retaining walls, driveways, walkways, sidewalks, curb cuts and all other hard surfaces and the average front yard setback for all buildings within 200 feet of the property located on the same side of the street if any work is proposed facing the front yard.

Provide one (1) fully completed Nassau County BOARD OF ASSESSORS form

Provide one (1) completed MACHINERY OPERATION COMPLIANCE AGREEMENT

Applications that propose work on the exterior of a building must be examined by the Architectural Review Board for recommendation to the Board of Trustees. (See Architectural Review Board Instruction Sheet).

REQUIRED INSPECTIONS ARE LISTED ON THE BUILDING PERMIT. INSPECTION APPOINTMENT REQUESTS MUST BE MADE 24 HOURS IN ADVANCE AND ARE SUBJECT TO SCHEDULING.

NO CONSTRUCTION MAY TAKE PLACE WITHOUT A BUILDING PERMIT SIGNED BY THE BUILDING INSPECTOR.

*****AT THE COMPLETION OF THE CONSTRUCTION, THE FINAL STAMPED, APPROVED PLANS OR AS-BUILT DRAWINGS ARE REQUIRED TO BE PROVIDED TO THE VILLAGE ON A SCANNED DISC PRIOR TO THE ISSUANCE OF A CERTIFICATE of OCCUPANCY/COMPLIANCE.**

VILLAGE OF GREAT NECK ESTATES

ARCHITECTURAL REVIEW BOARD INSTRUCTIONS

PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. APPLICATIONS MUST BE SUBMITTED NOT LESS THAN THIRTY (30) DAYS PRIOR TO THE MEETING DATE.

Applications that propose work on the exterior of a building must be examined by the Architectural Review Board for recommendation to the Board of Trustees. Board of Trustees approval is required prior to examination of the application by the Building Inspector for compliance with the applicable building codes. NO CONSTRUCTION MAY TAKE PLACE WITHOUT A BUILDING PERMIT SIGNED BY THE BUILDING INSPECTOR.

- **Submit twelve (12) copies of the application, drawings & survey**
- **Architectural Review Board Fee:**
 - \$200 for Alteration/Addition
 - \$400 for New Residence in addition to the Filing Fee which is based on Estimated Cost of Job: \$250 plus \$15 for each \$1,000 of construction cost, \$125 for Certificate of Completion/Occupancy.
- **Submit twelve (12) paper prints of the proposed construction to scale and covering the entire holding showing:**
 - A. Name and address of owner of record**
 - B. Name, license number and seal of licensed engineer or land surveyor, architect**
 - C. Nassau County Land Map Section, Block & Lot numbers, North arrow and scale (1"= 20 feet for Key Map) (1'- 10 feet Site Plan & Landscape)**
 - D. Zoning Use District. If more than one district, the exact boundary lines of the districts.**

E. ALL PLANS MUST SHOW THE FOLLOING:

ZONING ANALYSIS

All floor plans

- 1. Two (2) building cross sections**
- 2. Building elevations** Render elevations showing shape & shadows
- 3. Site plan** including Landscape Plan existing & proposed, and all paved areas & curb cuts
- 4. GRADE ELEVATIONS** existing and proposed
- 5. CURRENT SURVEY (less than one (1) year old or Certification of a Licensed Surveyor)**
- 6. RETAINING WALLS** if needed
- 7. LIST OF ALL EXTERIOR MATERIALS & COLORS**
- 8. PERSPECTIVE COLOR RENDERING** for additions that are 40% or more than the existing home **or** for new dwellings
- 9. COLOR PHOTOGRAPHS MOUNTED WITH ADDRESSES, TO INCLUDE:**
 - a.** Two houses on either side of new construction
 - b.** Five houses in front of the new construction
 - c.** Five houses at the rear of new construction
 - d.** If the alteration or new construction is within a corner property line, than all existing corner properties must be shown
- 10. KEY MAP of all adjoining properties**
- 11. COLOR CODE w/ LANDSCAPE PLAN** indicating all plant & hardscape materials
- 12. TREES - THE PLANS SUBMITTED SHALL AT LEAST INCLUDE:**

Architectural renderings accurately depicting the building and topography and landscaping of the site, identifying all materials incorporated in exterior surfaces of the building and an accurate survey of the site, locating all trees having a diameter of at least 6 inches and a height 4 feet 6 inches above ground at the base of the tree.

VILLAGE OF GREAT NECK ESTATES

Requirements for Residential Construction Plans

New York State adopted new building codes entitled "The Building Code of the State of New York", effective January 1, 2003. All applications submitted must be designed in accordance with that code.

All buildings in the Village of Great Neck Estates are located in a 110 mph wind zone and must be designed in accordance with one of the following reference manuals:

1. American Forest and Paper Association (AF&PA), Wood Frame Construction Manual for One and Two-Family Dwellings. www.awc.org/
2. Southern Building Code Congress, International Standard for Hurricane Resistant Residential Construction. www.sbcci.org/
3. American Society of Civil Engineers, Minimum Design Loads for Buildings and other Structures. www.asce.org/

All buildings within one mile of the ocean, bays and sound are also in a Wind-born Debris Region and glazing on the structures must be protected with glass meeting the missile test certification or structural shutters with attached hardware as required by code. Code Section 1609.1.4

A full code analysis must be submitted on each set of plans. This analysis must contain the following information:

1. Referenced standard that was utilized in the design of the structure.
2. Floor area of each story and garage.
3. Design loads including live, dead, snow, seismic, wind (including uplift) and code conformance.
4. Window and door schedule showing conformance with emergency escape.
5. Energy calculations and required statement from design professional.
6. Nailing schedule for all structural elements and roof shingles.
7. Location of smoke detectors and carbon monoxide detectors.

The following details must also be submitted on each set of plans:

1. All clips, straps and foundation anchorings that are required.
2. All structural elements including column, girders, joists, lintels, headers, wall and roof framing with dimensional lumber and engineered lumber sizes.
3. Load paths from roof to foundation.
4. Truss design drawings with calculations and attachment details.
5. Structural shutter and hardware design details if applicable.
6. Plumbing riser diagram.

VILLAGE OF GREAT NECK ESTATES

4 Gateway Drive, Great Neck, NY 11021

516-482-8283

Fax: 516-482-5572

INSURANCE & LICENSE REQUIREMENTS

GENERAL CONTRACTORS:

- **General Liability Certificate** (Acord Form)
 - ✓ Village of Great Neck Estates must be listed as the Certificate Holder & as Additionally Insured
 - ✓ Address of Job must also be listed on certificate
- **Additional Insured Endorsement Form**
 - ✓ ISO Form CG 20 12
- **Disability Insurance** (DB120 form)
- **Workers' Compensation** (C105.2 form)
- **Nassau County Home Improvement License**

**Note: For Workers' Comp & Disability Exemption use form CE-200*

PLUMBER:

- Village of Great Neck Estates Plumber's License - \$50/year
Submit copy of current Master Plumber's License &
Liability, Disability & Workers' Comp Insurances as indicated above

ELECTRICIAN:

- Village of Great Neck Estates Electrician's License - \$50/year
Submit copy of current Master License &
Liability, Disability & Workers' Comp Insurances as indicated above

ELECTRICAL INSPECTION SERVICES

Certified Electrical Inspections Inc.
188 Park Ave
Amityville NY 11701
1-888-238-1338
1-631-598-5610

Electrical Inspectors Inc.
308 East Meadow Ave
East Meadow NY 11554
516-794-0400

Suffolk Bureau of Electrical Inspectors Inc
40 Nottingham Drive
Middle Island, NY 11953 11953
631-495-8136
3/10/14

Electrical Inspection Service Inc.
375 Dunton Avenue
East Patchogue, NY 11772
631-286-6642
6/13/11

Alliance Electrical Inspections Ltd
707 Hyman Avenue
West Islip, NY 11795
516-248-0820/631-539-6055
6/13/11

Long Island Electrical Inspectors, Inc.
21 Third Avenue
Bayshore, NY 11706
631-708-6690
7/8/13

***The above electrical inspection companies are the only electrical inspectors authorized by the Village of Great Neck Estates Board of Trustees.**

NON REFUNDABLE FEE: _____

Permit # _____

Receipt # _____

Permit Issued _____

VILLAGE OF GREAT NECK ESTATES

Atwater Plaza, 4 Gateway Drive, Great Neck, NY 11021

APPLICATION FOR A PERMIT

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS "A" MISDEMEANOR
PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK

TYPE: New Building _____ Addition _____ Alteration _____ Accessory Structure _____ Demo _____

PROPERTY INFORMATION

Section 2 Block _____ Lot(s) _____ Zoning District _____

Location: _____

ESTIMATED COST OF WORK \$ _____

DESCRIPTION OF WORK _____

1. OWNER(S) Name: _____

Address: _____

Home Phone # _____ Business Phone # _____ 24-Hr. Emergency # _____

2. ARCHITECT'S NAME: _____

Address: _____

Architect's Phone #: _____

3. CONTRACTOR'S NAME: _____

Address: _____

Contractor's Phone #: _____ Contractor's 24 Hr. Emergency # _____

Contractor's Nassau County Home Improvement License No. _____

4. LICENSED ELECTRICIAN'S NAME: _____

Address: _____

Electrician's Phone #: _____ Electrician's 24 Hr. Emergency # _____

5. LICENSED PLUMBER'S NAME: _____

Address: _____

Contractor's Phone #: _____ Contractor's 24 Hr. Emergency # _____

NY State Law requires that a Certificate of Workers' Compensation Insurance, General Liability Insurance and Certificate of Disability Insurance be filed with this application for ALL contractors and subcontractors performing work pursuant to this application. The Village of Great Neck Estates should be named as Certificate Holder and certificates should identify the job location.

State of New York)

SS:

County of Nassau)

_____ being duly sworn, says he/she is the (Print Name of Applicant)

_____ for the work described herein, Owner, Agent, Architect, Builder, Contract Vendee)

and hereby certifies that all statements made in this application are true to the best of his/her knowledge and belief.

Signature of Applicant

Sworn to before me this ____ day

of _____, 20__.

Notary Public

AFFIDAVIT OF PROPERTY OWNER/AUTHORIZATION

All Owners must sign either as owner or applicant

State of New York)

SS:

County of Nassau)

(I)(We), _____ being duly sworn, state:

Complete Items #1, 2 or 3 as applicable, then Item #4

1. (I am) (We are) the owner(s) of the property described in this application known as _____, and described on the Nassau County Land and Tax Map as Section 2, Block _____, Lot(s)_____.
2. If the applicant is a corporation, the deponent is an officer thereof, to wit the _____, and is authorized by the Board of Directors of the corporation to execute this application on behalf of the corporation.
3. If the applicant is a partnership, the deponent, _____ is a general partner thereof, and has authority to execute this application in the name of the partnership.
4. (I) (We) hereby authorize _____ to submit this application.

Signature of Owner

Signature of Owner

Sworn to before me this ____ day

of _____ 20__.

Notary Public

VILLAGE OF GREAT NECK ESTATES

Machinery Operation Compliance Agreement

NOTICE

Section 154-2(A) of the Code of the Village of Great Neck Estates states that no person shall cause the operation of any machinery, drills power saws or other equipment between the hours of 9:00 PM and 8:00 AM on the following day, or at any time on Sundays or holidays, if such operation causes the emission of noise audible beyond the boundary of the property on which the machinery or equipment is located.

I, the undersigned, have read, understand and will comply with the aforementioned section of the Village Code.

Print Name Title

Company

Signature Date

VILLAGE OF GREAT NECK ESTATES

Building Permit Summary

Assessor's Form

(To be completed by Architect with application)

Permit # _____

Property ID# _____

Owner: _____

Section: 2 Block: _____ Lot(s): _____ Property Description: Residential Commercial

Property Location: _____

Type of Permit: Full Demolition New Construction Addition Dormer Renovation

Description of Permit: _____

Existing:

Lot Size: _____ Gross Floor Area (excluding garage): _____

Style: _____ # of stories: _____ Bathrooms: # Full _____ # Half _____

First Floor: _____ sq.ft. Second Floor: _____ sq.ft. Basement: Full Partial Slab

Garage: # Cars: _____ Central Air: _____ Inground Pool: _____ Deck: _____ sq.ft. Porch: _____ sq.ft.

Fireplace #: _____ Type _____ Finished Cellar _____ sq.ft. Finished Attic: _____ sq.ft. Other: _____

Improvements (Total as complete)

Increase in Gross Floor Area : _____ sq.ft. Final Gross Floor Area: _____ sq.ft.

Style: _____ # of stories: _____ Bathrooms: # Full _____ # Half _____

First Floor: _____ sq.ft. Second Floor: _____ sq.ft. Basement: Full Partial Slab

Garage: # Cars _____ Central Air: _____ Inground Pool: _____ Deck: _____ sq.ft. Porch: _____ sq.ft.

Fireplace #: _____ Type _____ Finished Cellar _____ sq.ft. Finished Attic: _____ sq.ft. Other: _____

Kitchen Reno: _____ Bathroom Reno: _____ Siding/Veneer: _____ Portico: _____ Porch _____ sq.ft.

FOR OFFICE USE ONLY:

Percentage of Completion _____ % as of ____/____/____ Bldg Insp _____

Percentage of Completion _____ % as of ____/____/____ Bldg Insp _____

Percentage of Completion _____ % as of ____/____/____ Bldg Insp _____

Previous Assessment: Land _____ Building _____ TAV _____

f/w/bldg dept/forms/Assessor's form



**BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY**

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: _____

NBHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION

Location of Building	N.E.S.W. SIDE OF (OR CORNER OF)		N.E.S.W. SIDE OF		
ADDRESS OF PROPERTY			Check one	NAME OF BUSINESS	
CITY, TOWN, VILLAGE			<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	CONTACT PERSON/OWNER	
ESTIMATED COST OF CONSTRUCTION:				ADDRESS	
WORK MUST BEGIN BY			IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION	CITY, STATE, ZIP	
PRINCIPLE TYPE OF CONSTRUCTION				PHONE	
PERMIT EXP DATE				EMAIL	
LOT SIZE S.F.			<input type="checkbox"/> STEEL <input type="checkbox"/> MASONRY <input type="checkbox"/> FRAME		
# BLDGS ON LOT					

DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)
 *INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT

PERMIT TYPE - CHECK ALL ITEMS THAT APPLY	DOES RESIDENCE HAVE THE FOLLOWING
<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION (CHANGE IN S.F.) <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.) <input type="checkbox"/> MAINTAIN (PRE-EXISTING) <input type="checkbox"/> RECONSTRUCTION <input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT <input type="checkbox"/> DORMERS <input type="checkbox"/> OTHER _____	CENTRAL AIR YES <input type="checkbox"/> NO <input type="checkbox"/> FINISHED ATTIC YES <input type="checkbox"/> NO <input type="checkbox"/> BASEMENT FINISH 1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> FULL <input type="checkbox"/>
<input type="checkbox"/> FIRE DAMAGE <input type="checkbox"/> GARAGE/ OUT BUILDING <input type="checkbox"/> HVAC <input type="checkbox"/> PLUMBING <input type="checkbox"/> RELOCATION <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> TENNIS COURT <input type="checkbox"/> CHANGE IN USE	

PROPOSED TOTAL PLUMBING FIXTURES

FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR
BATHROOM SINK				
TOILET				
BATHTUB				
STALL SHOWER				
BIDET				
KITCHEN SINK				
WET BAR				

NUMBER OF EXISTING AND PROPOSED BATHS

NUMBER OF EXISTING FULL BATHS		NUMBER OF PROPOSED FULL BATHS	
NUMBER OF EXISTING HALF BATHS		NUMBER OF PROPOSED HALF BATHS	

HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES

NEW C/O NEEDED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
VARIANCE OBTAINED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
CONSTRUCTION/RENOVATION IN EXCESS OF 50%	YES <input type="checkbox"/>	NO <input type="checkbox"/>
SURVEY ENCLOSED	YES <input type="checkbox"/>	NO <input type="checkbox"/>

PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE

DATE OF GRANTING OF PERMIT _____

Signature of Applicant/Contact Person - Sign & Print _____

SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING

Address of Applicant/Contact Person _____ Telephone _____

FIELD REPORT ON REVERSE

TOWN
SCHOOL DISTRICT
SECTION
BLOCK
LOT(S)
CA # OR BLDG #
UNIT #
DATE