

VILLAGE OF GREAT NECK ESTATES

Atwater Plaza/4 Gateway Drive
Great Neck, NY 11021

INSTRUCTIONS FOR FILING A DEMOLITION 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 Demolition cost and
\$125 Certificate of Occupancy or Certificate of Completion**

RESOLVED, effective immediately, that Village Code 109-1(A) is hereby amended with respect to fees for Demolition Permits, to read as follows:
"Demolition Permit \$250 + \$15 each thousand. In addition, the fee for such permit shall include reimbursement of reasonable fees and expenses incurred by the Village for professional consultants to monitor or regulate the demolition work, and the Village Clerk may require the applicant to pay a deposit toward such fees and expenses in the same manner as provided in Village Code 109-B(2) and (5)."

Complete one (1) "APPLICATION FOR A DEMOLITION PERMIT"

Provide supporting documents indicated on page 2

Submit two (2) sets of plans, prepared by an Architect or Engineer licensed in NYS clearly indicating structure(s) to be demolished, individually folded and stapled together to show the project name and location face up. The plans must clearly show the full extent and dimensions of the proposed work as separated from the existing conditions remaining or to be removed. All information, diagrams, and calculations to show compliance with the zoning regulations must be shown on the first sheet of the drawings preferably near the site plan.

The site plan must show the following information :

- Building(s) to be demolished
- Location of utilities
- Indication of how site will be protected during and after demolition
- Measures to maintain all drainage on the site during and after demolition
- Location & caliper of all existing trees, and method of protection during demolition
- Trees to be removed must be clearly shown
- Construction fence, type, height and location

Provide a current original Architectural survey (signed and sealed by a surveyor licensed in the State of New York). The survey must identify dimension and show the location and size of all existing construction on the property. It should also show the square foot area and dimensions of the property as well as all utility locations. All trees greater than 6" caliper and any spot grades necessary to determine compliance with the zoning regulations.

Provide one (1) fully completed Village of Great Neck Estates BUILDING PERMIT SUMMARY ASSESSOR'S FORM

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

Provide one (1) completed MACHINERY OPERATION COMPLIANCE AGREEMENT.

All of the aforementioned documentation represents a package, which must be processed through the various reviewing agencies established for everyone's protection. Should the Building Department require additional documentation or information, you will be notified.

The required inspections are listed on the approved set of plans and your permit. Inspection appointment requests must be made at least 24 hours in advance and are subject to scheduling.

Inspection and or certification by other governmental agencies may be required depending on the nature of the project. IT IS THE APPLICANT'S RESPONSIBILITY TO KNOW AND OBTAIN ANY REQUIRED AGENCY INSPECTION AND APPROVAL PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY. Information concerning the required agency approvals may be obtained from the Building Department upon request.

*****At the completion of the Demolition, the final stamped, approved plans are required to be provided to the Village on a scanned disc prior to the issuance of the Certificate of Compliance.**

VILLAGE OF GREAT NECK ESTATES

REQUIREMENTS FOR A DEMOLITION PERMIT

- 1. Completed application form and fee**
- 2. Current Survey** signed and sealed by a surveyor licensed in the State of New York). The survey must identify dimension and show the location and size of all existing construction on the property. It should also show the square foot area and dimensions of the property and any spot grades necessary to determine compliance with the zoning regulations.
- 3. Proof of ownership of the property (deed)**
- 4. Proof of payment of all taxes (Village, School & General)**
- 5. Nassau County Assessors Form**
- 6. Shut-off certification from all utility companies**
Gas & Electric: **NATIONAL GRID/LIPA**
Water: **WATER AUTHORITY OF GREAT NECK NORTH**
Sewer (if applicable):
GREAT NECK WATER POLLUTION CONTROL DISTRICT/BELGRAVE SEWER DISTRICT
- 7. Nassau County Dept. of Health Rodent Form**
(Note the expiration date on the form prior to demolition)
- 8. Certification by an asbestos contractor that all asbestos has been removed or that none exists.**
- 9. Affirmation of Non-Leaking Oil Tank (2 page letter)**
Nassau County Dept. of Health, Bureau of Environmental Protection 516-227-9691
- 10. Satisfactory lead report**
(Building to be demolished in accordance with NYS Dept of Labor Law #29 CFR1926.62
- 11. Remove and fill existing sanitary & drywells**
- 12. Nassau County Demolition License w/Name & Address, Certificates of Workman's Compensation Insurance (Form C105.2), Disability Insurance (Form DB120) and Commercial General Liability Insurance** – Indicating address of job and naming the Village of Great Neck Estates as “additionally insured”. **A minimum of 2 Million (\$2,000,000) aggregate and 1 Million (\$1,000,000) per occurrence is required, with a 2 Million (\$2,000,000) umbrella.**
- 13. Certification that there are no outstanding loans or liens on the property** mortgage satisfaction form or certification from the mortgage company that permission has been granted to demolish.

NON REFUNDABLE FEE: _____

Permit # _____

Receipt # _____

Permit Issued _____

VILLAGE OF GREAT NECK ESTATES

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

APPLICATION FOR A DEMOLITION 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: Demolition _____

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 # _____

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)
County of Nassau)

SS:

_____ 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)
County of Nassau)

SS:

(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

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



**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: OWNER OR LESSEE NAME OF BUSINESS _____

CITY, TOWN, VILLAGE _____ ZIP _____ CONTACT PERSON/OWNER _____

ESTIMATED COST OF CONSTRUCTION: _____ ADDRESS _____
CITY, STATE, ZIP _____

WORK MUST BEGIN BY _____ PRINCIPLE TYPE OF CONSTRUCTION: STEEL MASONRY FRAME PHONE _____
PERMIT EXP DATE _____ EMAIL _____

LOT SIZE S.F. _____ # BLDGS ON LOT _____ IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION

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 _____	<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
	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"/>

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 NO

VARIANCE OBTAINED YES NO

CONSTRUCTION/RENOVATION IN EXCESS OF 50% YES NO

SURVEY ENCLOSED YES NO

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

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.**