

Permit No. \_\_\_\_\_ Permit Fee \_\_\_\_\_ Date \_\_\_\_\_ Job \_\_\_\_\_

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**INC. VILLAGE OF OLD WESTBURY  
APPLICATION FOR TANK PERMIT**

**No building permits shall be issued without proper Board resolutions.**

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Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Owner's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Contact for Permit: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Estimated Cost of Proposed Construction:** \_\_\_\_\_

Address Location of Permit \_\_\_\_\_

Description of Work: \_\_\_\_\_

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**Proof of General Liability and Workers' Compensation Insurance for each of the below.**

**Architect:** \_\_\_\_\_ License No: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ License No: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**Plumber:** \_\_\_\_\_ License No: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**Electrician:** \_\_\_\_\_ License No: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**PROPERTY INFORMATION:**

Is this a permit to legalize an existing structure? ( ) Yes ( ) No

Will any trees be cut down? ( ) Yes ( ) No    Tree Removal Application Attached? ( ) Yes ( ) No

Square Footage of Lot: \_\_\_\_\_ Current % of Lot Coverage: \_\_\_\_\_

Existing Volume per Certification Letter: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Proposed % of Lot Coverage: \_\_\_\_\_

Proposed Volume: \_\_\_\_\_ Total Volume on Plot: \_\_\_\_\_

Total Lot Coverage: \_\_\_\_\_ Height: \_\_\_\_\_ feet    Stories \_\_\_\_\_

Plan Bd/BZA or Plan Bd Sub Committee Approval: ( ) Yes ( ) No

Site Plan Review: ( ) Yes ( ) No

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**DISTANCES FROM PROPOSED BUILDINGS TO PROPERTY LINES:**

	<b>Front Yard</b>	<b>Rear Yard</b>	<b>Side Yard</b>
Main Building	_____ feet	_____ feet	_____ feet
Accessory Structures	_____ feet	_____ feet	_____ feet

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**PERMIT FEES:**

**Two Checks: \$1,850.00 and \$250.00**

\$150.00 Application Fee + \$500.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee +

\$250.00 CO Fee (on a separate check)

**OWNER'S AUTHORIZATION:**

1. I agree to permit the Building Inspector and any officer or employee of the Village of Old Westbury to enter upon the premises in the discharge of their duties with this application.
2. Approved plans and a copy of the approved permit will remain on the premises at all times until a Certificate of Occupancy is issued. These plans will be made available to the Building Inspector.
3. The Building Inspector will be given a minimum of 48 hours notice to make the required inspection and no work will continue until such inspection has been completed and approved.
4. The owner or his/her representative will be responsible to arrange for all required inspections.
5. Permit will expire within one (1) year from date of issuance unless construction is in progress. No work is to be started until permit has been received by the applicant.

State of New York)

County of Nassau)

\_\_\_\_\_ depose and say: that he/she resides at  
\_\_\_\_\_ mail address of  
owner in the State of \_\_\_\_\_, that he/she is the owner of all certain lots,  
parcel of land shown on the attached survey Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s)  
\_\_\_\_\_ situated, lying and being within the incorporated area of the Village of Old  
Westbury; that I/we have read and understand the items above as here in stated, that  
the work to be done upon the premises, will be done in accordance with the approved  
application and accompanying plans, of which he/she is totally familiar and that he/she  
hereby names \_\_\_\_\_ as his or her representative to file this  
application on his/her behalf.

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_

Signature of Notary Public

\_\_\_\_\_

Signature of Homeowner

## **BUILDING DEPARTMENT – GENERAL INFORMATION**

Village of Old Westbury

1 Store Hill Road

Old Westbury, NY 11568

Office Hours: 9:00 a.m. – 4:00 p.m. Phone Number: (516) 626-0800

### **REQUIRED INSPECTIONS WILL BE NOTED ON PLANS BY THE BUILDING SUPERINTENDENT.**

Superintendent of Buildings:

Michael A. Malatino

Assistant to the Superintendent:

Tracy Reese

Water Superintendent:

Marc Stanisic

### **BUILDING PERMITS ARE IN EFFECT FOR 12 MONTHS FROM ISSUANCE AND INCREMENT RENEWAL FEES WILL BE APPLIED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF COMPLETION OR OCCUPANCY. UPON THE 24 MONTH MARK THE ORIGINAL PERMIT FEE IS REQUIRED.**

#### **PERMITS and FEES:**

(To maintain existing structure, three times fees listed below.)

#### **Application Fees:**

Residential New Homes – \$300.00

Commercial New Building – \$750.00

Residential Alterations – \$150.00

Commercial Alterations – \$375.00

Volume Certification Deposit – \$2,500.00

#### **Renewal Fees:**

- For New Residential Construction:

Residential Building Permit Fee .30 per cubic foot of volume with construction extensions if needed as follows.

*Renewal Fees:* 3 months **\$500** | 6 months **\$750** | 9 months **\$1,000** | 12 months **\$2,000** | 24 months **Original Permit Fee is Due Again**

- For New Commercial Construction:

Commercial Building Permit Fee .60 per cubic foot of volume with construction extensions if needed as follows.

*Renewal Fees:* 3 months **\$1,000** | 6 months **\$1,500** | 9 months **\$2,000** | 12 months **\$4,000** | 24 months **Original Permit Fee is Due Again**

#### **Volume Information for Additions/Alterations:**

- Residential Additions/Alterations – \$2,500.00 or \$0.30 per cubic foot (**or whichever is greater**)
- Commercial Additions/Alterations- \$3,500.00 or \$0.60 per cubic foot (**or whichever is greater**)

**Note: 50% residential or commercial alterations will be charged as a 100% volume certified permit fee.**

## Building Permits:

- Addition and Alteration Permit – \$150.00 Application Fee + Varies based upon volume (see above) + \$1,200 or \$1,750.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Cesspool/Drywell Application – \$150.00 Application Fee + \$300.00 per cesspool/septic/drywell + \$1,200.00 Infrastructure Improvement Fee
- Demolition Permit – \$150.00 Application Fee + Total Demo \$1,500.00 | Partial \$500.00 + \$1,750.00 Infrastructure Improvement Fee
- Elevator – \$150.00 Application Fee + \$1,750.00 Permit Fee + \$250.00 CO Fee
- Fences – \$150.00 Application Fee + \$500.00 Permit Fee + \$250.00 CO Fee
- Gas Line, Conversion, Boiler – \$150.00 Application Fee + \$500.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Gates, Piers and Retaining Walls – \$150.00 Application Fee + \$750.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Generator, Pool Heater, Barbeque – \$150.00 Application Fee + \$1,200.00 Infrastructure Improvement Fee + \$750.00 Permit Fee + \$250.00 CO Fee
- Indoor Fire Sprinkler – \$150.00 Application Fee + \$750.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Irrigation Well – \$150.00 Application Fee + \$750.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- New Home – \$150.00 Application Fee + \$300.00 Permit Fee + Varies based upon volume (see above) + \$3,500.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Patio and Decks – \$150.00 Application Fee + \$750.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Solar Permit – \$150.00 Application Fee + \$1,000.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Street Opening Permit – \$250.00 Permit Fee
- Swimming Pools & Sports Courts – \$150.00 Application Fee + \$1,000.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Tank Abandonment or Replacement – \$150.00 Application Fee + \$500.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Tree Removal – Varies based upon tree health or tree size
- Underground Sprinkler System – \$150.00 Application Fee + \$300.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Water Service Applications – \$350.00 Permit Fee (New Homes)

All permits require a \$150.00 Application Fee and a \$250.00 Certificate of Completion/Occupancy (on a separate check), most also require an Infrastructure Fee.

- Infrastructure Improvement Fee: \$3,500.00 (New Home) (separate check)
- Infrastructure Improvement Fee: \$1,750.00 (Alterations) (separate check)
- Infrastructure Improvement Fee: \$1,200.00 (Other) (separate check)
- Water Tapping Connection (Fee determined by size) (New Homes)

### **Required Paperwork:**

- Nassau County Assessors Sheet
- Signed and sealed ¼ inch scale construction plans with zoning calculations, setbacks and volume in duplicate.
- Plot plans in duplicate
- Certificate of general liability & workman's compensation insurances, naming The Village of Old Westbury as an additional insured.
- Signed & completed SWPP form for one acre or more disturbance
- Copy of Nassau County Home Improvement License.
- Landscape Screening Plans in duplicate, for pools or tennis courts.
- Signed, original, engineer's schematic on all pools, in duplicate.
- Notarized affidavit from owner on landscape screening.
- Notarized affidavit from owner on pool fence.
- **Water service & meter pit must be upgraded and meet the Village and County requirements before a permit will be issued.**

### **REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY:**

1. Final survey (2 copies) stamped and sealed by a licensed land surveyor.
2. Electrical Underwriters' certification by village accepted agency
3. Architect's certified letter with signature and seal, stating that all phases of construction were constructed as per village approved plans. Project conforms to the N.Y. State Residential Code, International Building Code and the Village's allowable volume, zoning ordinance, structural design, strapping, hold downs, and Energy Code requirements.
4. Final inspection and approval of Building Department
5. Letter of certification of Drywells for Drainage from Engineer and/or Surveyor, stating number of installed drywells, dates and sizes of rings, dome and cover.
6. Approval of cesspool by Nassau Health Dept. (New Home)
7. Pressure test certification letter from installer.
8. Final approval from Water Department regarding upgrading of the meter pit.
9. Elevator Certification, (if an elevator is installed).
10. Completed landscaping. New homes must have a landscaping inspection done with the Building Inspector and Architectural Review Board Chairman. Landscaping must match what was originally approved.

**Village of Old Westbury  
1 Store Hill Road  
Old Westbury, NY 11568  
(516) 626-0800**

Needed For Tank Permit Application

- Application
- \$150.00 Application Fee + \$500.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee
- \$250.00 certificate of occupancy fee for above ground tank
- Copy of Workman's Compensation
- Certificate of Liability Insurance, naming VOW as an additional insured.
- Copy of Master Plumber's License from one of 3 townships
- Certificate of Competency from Town
- Affirmation of non-leaking tank from Nassau County Health Department for Fuel Tanks; Propane Tanks require letter from Fire Marshall.
- Letter stating of method of abandonment of old tank
- Survey of property from a Licensed Surveyor, signed and sealed, showing proposed location of tank and/or line.

**COPY OF SURVEY BY A LICENSED SURVEYOR SHOWING PROPOSED & FINAL LOCATION ABSOLUTELY REQUIRED**

**Village of Old Westbury  
Propane/Fuel Oil Tank Abandonment/Installation Permit**

**PERMIT FEE \$500.00**

**Abandonment Certification required.**

**COPY OF SURVEY BY A LICENSED SURVEYOR SHOWING PROPOSED & FINAL LOCATION  
ABSOLUTELY REQUIRED**

**CERTIFICATE OF COMPLIANCE REQUIRED  
FOR ANY ABOVE GROUND STRUCTURES.**

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ **PERMIT #:** \_\_\_\_\_ Cost of Construction: \_\_\_\_\_

ATTACH CONTRACTOR GENERAL LIABILITY & WORKMANS COMPENSATION INFORMATION.

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Above ground tank

Below Ground

**Description of Work:** \_\_\_\_\_

Existing Tank Information:

Tank Size:       275                       550                       1,000

Fill Material:       Sand                       Concrete                       Approved Foam

Tank Location Diagram:

↑

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New Installation:

Tank Size:       275                       550                       1,000

Location:       Below Ground       Indoors                       Above ground on pad/containment

Date: \_\_\_\_\_

APPROVED BY SUPERINTENDENT OF BUILDINGS & PUBLIC WORKS

1 Store Hill Road, Old Westbury, NY 11568

Tel. 516 626-0800 Fax. 516 626-1296



**APPLICATION FOR  
CERTIFICATE OF OCCUPANCY/COMPLETION  
VILLAGE OF OLD WESTBURY  
NEW YORK**

Certificate No.: \_\_\_\_\_ Application Date: \_\_\_\_\_

Issued Date: \_\_\_\_\_ Type: \_\_\_\_\_

No certificate will be issued unless all final requirements stamped on building plans are met. This includes a final survey, done by a licensed surveyor, electrical underwriter's certificate from Village approved electrical inspector, architect's certification letter and final inspection done by Village Superintendent of Buildings and Public Works. The undersigned, as owner, or agent for owner, (circle one) will request that final inspection to be made and a Certificate of Occupancy/Completion be issued for the (new/altered) building at the following location after all completed requirements are made.

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Street: \_\_\_\_\_

Building Permit No: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# **REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY**

1. Final Survey (2 copies) stamped and sealed by a licensed land surveyor.
2. Electrical underwriter's certification by village accepted agency.
3. Architect's certified letter with signature and seal, stating that all phases of construction were constructed as per village approved plans. Project conforms to the N.Y. state residential Code, international Building Code and the Village's allowable volume, zoning ordinance, structural design, strapping, hold downs, and Energy Code requirements.
4. Final inspection and approval of Building Department.
5. Letter of Certification of Drywells for Drainage from Engineer and/or Surveyor, stating number of installed drywells, dates and sizes of rings, dome and cover.
6. Approval of cesspool by Nassau Health Department (For a New Home)
7. Pressure test certification letter from installer.
8. Final approval from the Water Department regarding possible upgrading of your meter pit.
9. Elevator Certification (if applicable)
10. Completed Landscaping. New homes must have a landscaping inspection done with the Building Inspector and Planning Board Sub-Committee Chairman. Landscaping must match what was originally approved