

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

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**INC. VILLAGE OF OLD WESTBURY**  
**APPLICATION FOR SPORTS COURT 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: \$2,350.00 and \$250.00**

\$150.00 Application Fee + \$1,000.00 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.

**Tennis Court Affidavit**

I, \_\_\_\_\_, am the owner of property located in Old Westbury,  
(Address) \_\_\_\_\_ Section  
\_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_. I am aware that screening of my  
proposed tennis court is required before a certificate of occupancy is issued and that I cannot  
use said tennis court until the certificate is issued.

Please be advised that I have entered into a contract with \_\_\_\_\_ of  
\_\_\_\_\_ whose address is  
\_\_\_\_\_ to screen the tennis court as soon after the  
court is completed in order to comply with Section 216-20B of the Old Westbury Building  
Zone Ordinance.

OWNER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

Sworn to before me this  
\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_  
  
\_\_\_\_\_

Notary Public

**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: \_\_\_\_\_



**INCORPORATED VILLAGE OF OLD WESTBURY**  
**1 STORE HILL ROAD**  
**OLD WESTBURY, NY 11568**  
**ASSESSOR'S FORM**

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Construction \_\_\_\_\_

Property description: Residential  Commercial  Other

**Existing conditions (photo required):**

Lot: size \_\_\_\_\_ sq ft

Coverage: \_\_\_\_\_ sq ft

Floor Area: \_\_\_\_\_ sq ft

Number of Stories: \_\_\_\_\_

Bathrooms: full \_\_\_\_\_ half \_\_\_\_\_

Kitchen: Renovate  New

Garage: Number of cars \_\_\_\_\_

A/C units: \_\_\_\_\_

Pool:  Gunitite or  Vinyl \_\_\_\_\_ sq. ft Deck: \_\_\_\_\_ sq ft

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

Alteration  Addition  New construction  Demo  Pool

**Proposed Conditions (photo or rendering required):**

Lot Coverage: \_\_\_\_\_ sq ft

Floor Area: \_\_\_\_\_ sq ft

First Floor: \_\_\_\_\_ sq ft

Second Floor: \_\_\_\_\_ sq ft

Basement: \_\_\_\_\_ sq ft

Number of Stories: \_\_\_\_\_

Bathrooms: full \_\_\_\_\_ half \_\_\_\_\_

Bathrooms: Renovate  New

Kitchen: Renovate  New

A/C units: \_\_\_\_\_

Fireplace(s): \_\_\_\_\_

Central air unit(s): \_\_\_\_\_

Basement: Full  Partial

Finished: \_\_\_\_\_ %

Garage: Number of cars \_\_\_\_\_

Garage: Attached  Under

Pool:  Gunitite or  Vinyl \_\_\_\_\_ sq. ft Deck: \_\_\_\_\_ sq ft

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**Official Use Only**

**Permit date** \_\_\_\_\_ **Percent completed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Exterior** \_\_\_\_\_ **Interior finish** \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_



**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 \_\_\_\_\_

EMAIL \_\_\_\_\_

PERMIT EXP DATE \_\_\_\_\_

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 _____	CENTRAL AIR YES <input type="checkbox"/> NO <input type="checkbox"/> FINISHED ATTIC YES <input type="checkbox"/> NO <input type="checkbox"/> <b>BASEMENT FINISH</b> 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  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 \_\_\_\_\_