

## **Inc. Village of Old Westbury**

### **Volume Certification Information**



### **For both new homes and alterations**

Prior to the issuance of a building permit, a volume certification of the home **must** be done by our Village Engineer. Complete architectural and structural drawings, signed and sealed by a licensed architect, must be submitted for volume calculations prior to the issuance of a building permit. A volume certification letter will be prepared by our Village Engineer. The deposit fee for this certification is \$2,500.00 made payable to the Village of Old Westbury. This certification establishes the existing volume of the home, and if any alteration exceeds the allowable cubic feet volume permitted by our Village Code. The certification is needed before an applicant can appear before any Board.

### **BUILDING VOLUME CODE (Section 216-4)**

Computed by combining the visible exterior dimensions of length, width and height from the mean grade of all dwellings and other buildings located on a lot, including roofed-over areas, whether enclosed or unenclosed, and all dormers, except that only 50% of the volume that is under the roof and above the bottom of the roof soffit shall be included, but in no case shall the fifty-percent reduction in volume apply to that portion of a structure between mean grade and 10 feet zero inches above grade. In addition, any unenclosed area under a roof overhang which extends no more than four feet beyond the face of an exterior wall shall not be included in computing building volume. Mean grade shall be determined at various sections of each building in the discretion of the Building Inspector, based upon exterior visibility.

## **Village of Old Westbury Check list for Volume Calculation Submission**

### **SURVEY:**

- Provide Boundary Survey by a Licensed Land Surveyor
- Indicate Lot Area and Net Lot Area were applicable in units of square feet.
- For proposed new construction, provide existing topographical contours on survey; include spot elevations just off foundation of structure being calculated at all corners and at all breaks in grade around the perimeter of the structure.
- Indicate on site plan any existing structures that are to be removed.

### **VOLUME CALCULATIONS:**

- To be provided by the Architect or other designated representative – these calculations provide a means to discuss the structure being reviewed should questions arise.
- For ease of comparison, the volume should be broken down into categories, i.e., exposed basement, 1st/2nd floors, brick veneer, roof, overhangs.

### **ARCHITECTURAL PLANS – to include the following:**

- Foundation plan
  - In addition to building footprint, showing partition walls for exposed basements, i.e.; garage below, walk out patio, etc.
- Floor Plans
  - To be shown: exterior finish to scale, i.e. brick veneer wood shingle, etc.
  - Overhead roof lines such as balconies, overhangs, etc.
  - Column or support locations to scale
  - Partition walls
  - Exterior walls to include window and door locations
  - Line of exterior walls below for 2nd floor application where applicable
  - North arrow for orientation purposes.
- Elevation views
  - Indicate: Grade, floor elevations, top of plate (s)
  - Reference the elevation views to floor plans
  - Show exterior finish used, to scale, i.e., tone, brick veneer, wood shingles
- Roof Plan
  - Indicate lines of exterior walls below; include support outlines at overhangs.
  - Show north arrow
- Section View
  - Provide above for all proposed construction areas
  - Indicate wall and floor dimensions
  - Show vertical dimensions for grade: grade to floor, floor to floor, floor to top of plate.

## **ARCHITECTURAL PLANS NOTES:**

**It is imperative that architectural plans submitted to the Village for volume certification be dimensionally correct, i.e. floor/roof plans and elevation views correspond with one another. Failure to comply with this condition will result in the return of said plans to the architect until this condition is met.**

**The return of plans to the architect for revisions will incur increased billing to the applicant in terms of further engineering services.**

Submitted plans should include the following:

- The date the plan was initially created.
- All revision dates pertaining to volume review.
- Revision clouds indicating all changes.
- All revised plans are to be printed on vellum.
- The recommended scale for architectural plan submissions is  $\frac{1}{4}'' = 1'-0''$ , unless size limitations prevent this.
- Whenever possible, a digitized AutoCAD file should be included with the plan submission. The digitized file may be directly emailed to the engineer performing the volume review.
- Plans submitted to the Village for volume review must be signed and sealed by a Registered Architect.

Upon the architect's verbal acceptance of the engineer's certification letter will be issued to the Village. The Village, having received the certified letter, will contact the architect and request him/her to sign and seal the letter.

## **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.