

Permit #: _____ Permit Fee: _____ Date: _____

**VILLAGE OF OLD WESTBURY APPLICATION FOR
GENERATOR PERMIT**

PERMIT REQUIREMENTS

- **Required Fees:** \$150.00 Application Fee + \$1,200.00 Infrastructure Improvement Fee + \$750.00 Permit Fee + \$250.00 CO Fee (separate check)
- Nassau County Assessors Sheet
- Certificate of General Liability and Workman's Compensation Insurance naming Village of Old Westbury as an additional insured.
- Signed and sealed survey prepared by a licensed surveyor showing proposed location of generator on property.
- Nassau County Fire Marshall approval for propane

CERTIFICATE OF COMPLIANCE REQUIEMENTS

- Updated (showing generator on property) signed and sealed final survey by a licensed land surveyor
- Electrical Underwriter's certification by a Village approved accepted electrical agency
- Pressure/Mercury test certification from installer
- Final inspection and approval of Superintendent of Buildings

Section: _____ Block: _____ Lot(s): _____ Date: _____

Owner's Last Name: _____ First Name: _____

Address: _____ City: _____

Home Phone: _____ Business Phone: _____

Contact for Permit: _____ Telephone: _____

Location: Garage Basement Outside

Type: Gas Oil Diesel

COST OF CONSTRUCTION: \$ _____

Description of Work: _____

**The following must also submit General Liability
and Workman's Compensation insurance with this application.**

Contractor: _____ License No: _____

Address: _____ Phone No: _____

Electrician: _____ License No: _____

Address: _____ Phone No: _____

Note:

Copy of plot plan showing proposed location must be supplied.

All screening required shall be of sufficient height and density and shall be approved by the building inspector so as to maximize all screening.

Review plans to be kept on job site at all times during construction for Inspectors use.

Certificate of Compliance is needed. An updated final survey, pressure test and electrical certification are all required upon completion of all work.

No oversight, error or omission on the part of the building inspector or his representative shall legalize the erecting, construction, alteration removal, Use or occupancy of a building or structure that does not conform to the Provisions of the international building code and the building zone ordinance.

Applicant

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.

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

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

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

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
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ADDRESS OF PROPERTY	Check one	NAME OF BUSINESS
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CITY, TOWN, VILLAGE	ZIP	<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	CONTACT PERSON/OWNER
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ESTIMATED COST OF CONSTRUCTION:	<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	ADDRESS
WORK MUST BEGIN BY		CITY, STATE, ZIP
PRINCIPLE TYPE OF CONSTRUCTION		PHONE

PERMIT EXP DATE	<input type="checkbox"/> STEEL	EMAIL
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LOT SIZE S.F.	<input type="checkbox"/> MASONRY	IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION
# BLDGS ON LOT	<input type="checkbox"/> FRAME	

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 _____