

Permit #: _____ Permit Fee: _____ Date: _____

VILLAGE OF OLD WESTBURY
APPLICATION FOR GAS INSTALLATION PERMIT

REQUIREMENTS:

- Copy of Master Plumbers License from one of three townships
- General Liability Insurance & Workman's Compensation naming Village of Old Westbury as an additional insured
- Signed and notarized Application
- Permit Fee: \$150.00 Application Fee + \$500.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee + \$250.00 CO Fee
- Two (2) site plans or surveys, prepared by a licensed professional showing **proposed** location of gas line must be submitted with this application. At completion, signed and sealed **final** survey prepared, by licensed surveyor, showing location of gas line must be submitted.

Section: _____ Block: _____ Lot(s): _____ Estimated Cost: _____

Owner's Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell: _____ Business: _____

Applicant's Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell: _____ Business: _____

Contact person for permit: _____ Phone Number: _____

Address location of permit _____

Description of work: _____

Will any trees be cut down? Yes () Tree permit #: _____ No ()

Contractor: _____

Address: _____

License Number: _____ Phone Number: _____

Plumber: _____

Address: _____

License Number: _____ Phone Number: _____

OWNER'S AUTHORIZATION

I (we) hereby by certify that:

- 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 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) Building Inspector will be given a minimum of 48 hour notice to make the required inspection and no work will continue until such inspection has been completed and approved.
- 4) Owner or his 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 applicant.

State of New York)

County of Nassau) ss:

I, _____, hereby depose and say: that I reside at _____
 _____ mail address of owner in the State of _____,
 that I am the owner in fee of all certain lots, parcel of land shown on the attached survey for the property at 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 I am totally familiar with and that I hereby name _____ as my representative to file this application on my behalf.

Signature of owner _____

Sworn to me this _____ day of _____ 20__

Signature of Notary Public

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
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/altere) building at the following location after all completed requirements are made.

Section: _____ Block: _____ Lot: _____

Street: _____

Building Permit No. _____

Issue Date: _____

Signature: _____

Address: _____

Phone: _____

Email: _____