

INCORPORATED VILLAGE OF OLD WESTBURY  
BUILDING DEPARTMENT  
1 STORE HILL ROAD  
OLD WESTBURY, NY 11568

Permit for Attic or Third Floor Sprinkler System  
Certification from installer required at job completion

\$150.00 Application Fee + \$750.00 Permit Fee + \$1,200.00 Infrastructure Improvement Fee  
\$250.00 Certificate of Occupancy Fee

Building Permit Number: \_\_\_\_\_ Issued: \_\_\_\_\_

Cost: \_\_\_\_\_

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

Name or Owner: \_\_\_\_\_

Address of Job: \_\_\_\_\_

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

License Number: \_\_\_\_\_

Attached:  Cut Sheet  General Liability  Workman's Compensation

Schematic Plans Submitted by:

\_\_\_\_\_  
\_\_\_\_\_

State of New York)

ss:

County of Nassau)

I, \_\_\_\_\_, being duly sworn, deposes and say: All of the above will be New York State approved and complies with all state and local codes. This shall be a separate building permit. I make this affidavit with full knowledge that the Building Inspector and the Incorporated Village of Old Westbury relies upon the truth of the statements herein contained.

\_\_\_\_\_  
Signature of Licensed Installer

\_\_\_\_\_  
Print Name of Licensed Installer

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

\_\_\_\_\_  
Notary Signature

## **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.