

INSTRUCTIONS FOR DEMOLITION APPLICATION

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. **A NON-REFUNDABLE FEE OF \$250.00 - RESIDENTIAL AND COMMERCIAL- \$500-- MUST ACCOMPANY EACH APPLICATION.** *Checks payable to the Village of Westbury.*
2. **DEMOLITION APPLICATION:** Please fill out all necessary information and sign and have notarized. (If owner is deceased, a letter of testamentary must be submitted by executor/executrix.)
3. **TWO (2) PHOTOSTATS OF ORIGINAL SURVEY**
By a land surveyor must indicate all **structures** and all **setbacks** if not already shown.
4. **GENERAL LIABILITY INSURANCE REQUIRED** naming the Village of Westbury as additional insured/certificate holder with an aggregate amount of **\$2,000,000.00**
5. **AN "ORIGINAL" INSURANCE CERTIFICATE FOR WORKERS COMPENSATION**
Naming the Village of Westbury as certificate holder is required by all contractors for proposed work.
If contractor is self-employed then an Exempt from Workers Compensation Affidavit must be submitted.
If homeowner is doing the proposed work then the homeowner must submit the affidavit.
6. **NASSAU COUNTY HOME IMPROVEMENT LICENSE**
Number with current expiration date is required by Contractor for all proposed **residential** work.
7. **LETTERS FOR DISCONNECTION OF SERVICES - (LIPA, Water and Sanitary)**

****For further information: Tel No. (516) 334-1700 EXT. 2**

THE FOLLOWING ITEMS MAY BE REQUIRED IN ADDITION TO ITEMS 1-7 ABOVE:

- **ASBESTOS LETTER**
- **RODENT INSPECTION PERMIT FROM NASSAU COUNTY HEALTH DEPARTMENT**
(Valid for 10 days from issue date.)
- **FENCES:**
Indicate **location, length and height** on survey for any fence over 4' but not higher than 6'.
- **RETAINING WALLS:**
If wall is 2' to 4' high, two (2) sets of construction plans with **inked seal and signature of a licensed professional engineer or architect.**
- **TANKS:**
Installation or removal of fuel and diesel oil tanks requires two (2) site plans indicating location of tanks. Also, at time of inspection Nassau County Health Department confirmation number to be submitted to inspector. Installation of gas or propane tanks require two (2) site plans along with two (2) sets of stamped and sealed plans approved by Nassau County Fire Marshall indicating location of tanks.

(See reversed side for application)

