

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:	Ben Voutsinas
Building Department Administrator:	Tracy Reese
Water Superintendent:	Daniel Alves

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 + Dwelling \$1,500.00 | Each Accessory Structure \$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 – \$600.00 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 – \$450.00 Application Fee + \$2,000.00 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.

Permit No. _____ Permit Fee _____ Date _____ Job _____

INC. VILLAGE OF OLD WESTBURY
APPLICATION FOR ADDITION / ALTERATION PERMIT
No building permits shall be issued without proper Board resolutions.

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

Owner's Last Name: _____ First Name: _____

Address: _____

Home Phone: _____ Business Phone: _____

Contact for Permit: _____ Telephone: _____

Estimated Cost of Proposed Construction: _____

Address Location of Permit: _____

Description of Work: _____

☐ Addition / Alteration ☐ Other ☐ Pool
☐ Deck ☐ Tennis Court ☐ Driveway ☐ Shed/Cabana

Proof of General Liability and Workers' Compensation Insurance for each of the below.

Architect: _____ **License No:** _____

Address: _____ **Phone No:** _____

Contractor: _____ **License No:** _____

Address: _____ **Phone No:** _____

Plumber: _____ **License No:** _____

Address: _____ Phone No: _____

Electrician: _____ License No: _____

Address: _____ Phone No: _____

PROPERTY INFORMATION:

Is this a permit to legalize an existing structure? ☐ Yes ☐ No

Will any trees be cut down? ☐ Yes ☐ No Tree Removal Application Attached? ☐ Yes ☐ No

Square Footage of Lot: _____ Current % of Lot Coverage: _____

Existing Volume per Certification Letter: _____

Zoning District: _____ Proposed % of Lot Coverage: _____

Proposed Volume: _____ Total Volume on Plot: _____

Total Lot Coverage: _____ Height: _____ feet Stories _____

Plan Bd/BZA or Plan Bd Sub Committee Approval: ☐ Yes ☐ No

Site Plan Review: ☐ Yes ☐ No

DISTANCES FROM PROPOSED BUILDINGS TO PROPERTY LINES:

	Front Yard	Rear Yard	Side Yard
Main Building	_____ feet	_____ feet	_____ feet
Accessory Structures	_____ feet	_____ feet	_____ feet

OWNER'S AUTHORIZATION:

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 the 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. The Building Inspector will be given a minimum of 48 hours notice to make the required inspection and no work will continue until such inspection has been completed and approved.
4. The owner or his/her 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 the applicant.

State of New York)

County of Nassau)

_____ depose and say: that he/she resides at
_____ mail address of
owner in the State of _____, that he/she is the owner of all certain lots,
parcel of land shown on the attached survey 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 he/she is totally familiar and that he/she
hereby names _____ as his or her representative to file this
application on his/her behalf.

Sworn to me this _____ day of _____ 20____

Signature of Notary Public

Signature of Homeowner

**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/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: _____

REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY

1. Final Survey (2 copies) stamped and sealed by a licensed land surveyor.
2. Electrical underwriter's 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 Department (For a New Home)
7. Pressure test certification letter from installer.
8. Final approval from the Water Department regarding possible upgrading of your meter pit.
9. Elevator Certification (if applicable)
10. Completed Landscaping. New homes must have a landscaping inspection done with the Building Inspector and Planning Board Sub-Committee Chairman. Landscaping must match what was originally approved.

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: ☐ Gunite 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: ☐ Gunite 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: Old Westbury

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	
ADDRESS OF PROPERTY				Check one	NAME OF BUSINESS
CITY, TOWN, VILLAGE Old Westbury				ZIP 11568	CONTACT PERSON/OWNER
ESTIMATED COST OF CONSTRUCTION:				☒ OWNER OR ☐ LESSEE	ADDRESS
WORK MUST BEGIN BY				IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION	CITY, STATE, ZIP
PERMIT EXP DATE		PRINCIPLE TYPE OF CONSTRUCTION			PHONE
LOT SIZE S.F.		☐ STEEL			EMAIL
# BLDGS ON LOT		☐ MASONRY			
		☐ 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	
☐ NEW BUILDING ☐ ADDITION (CHANGE IN S.F.) ☐ DEMOLITION ☐ ALTERATION (NO CHANGE IN S.F.) ☐ MAINTAIN (PRE-EXISTING) ☐ RECONSTRUCTION ☐ DECK, TERRACE, PORCH, CARPORT ☐ DORMERS ☐ OTHER _____ ☐ FIRE DAMAGE ☐ GARAGE/ OUT BUILDING ☐ HVAC ☐ PLUMBING ☐ RELOCATION ☐ REPLACEMENT ☐ SWIMMING POOL ☐ TENNIS COURT ☐ CHANGE IN USE				CENTRAL AIR YES ☐ NO ☐	
				FINISHED ATTIC YES ☐ NO ☐	
				BASEMENT FINISH	
				1/4 ☐ 1/2 ☐ 3/4 ☐ FULL ☐	
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 ☐ NO ☐			
VARIANCE OBTAINED		YES ☐ NO ☐			
CONSTRUCTION/RENOVATION IN EXCESS OF 50%		YES ☐ NO ☐			
SURVEY ENCLOSED		YES ☐ NO ☐			
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					