DEPARTMENT OF BUILDINGS
BUILDING PERMIT GUIDELINES AND REQUIREMENTS

The following is a guide to assist you in obtaining a Building Permit for your project.
Any questions regarding the permit process can be answered from 8:30 am – 4:30 pm, Monday to Friday by contacting the Building Department at 516.326.6319 or DOB@FPVillage.org

General Permit Requirements

- ☐ Building Permit Application – one (1) copy (signed and notarized).
- ☐ Filing Fee: $50 nonrefundable, cash or check only.
- ☐ Current survey showing all property improvements (if survey is older than 12 months, a Survey Affidavit Form is required) - one (1) copy.
- ☐ Truss Type Construction Notice - one (1) copy.
- ☐ Nassau County Assessors Form - one (1) copy.
- ☐ Note: If there is plumbing, gas, and/or mechanical work associated with the project a separate Plumbing and/or Mechanical Permit application will be required.

Instructions for Filing Electronic Drawings

☐ The permit application and required forms and fee shall be submitted in person to the Building Department.

☐ All construction plans, project manuals and energy calculations shall be submitted electronically in pdf format and emailed to DOB@FPVillage.org.

☐ All sheets shall be properly oriented so that the top of the page is always at the top of the monitor and the pages must be set to landscape.

☐ The cover sheet for the construction plans shall be indexed to correspond with the order of all pages submitted. This index should use the same names, page numbers and order of the actual paper plans.

☐ All architectural, structural, mechanical, electrical, and plumbing plans shall be in one file so that the plans examiner may scroll through the file and have the ability to view all pages without opening another file. The security options selected by the design professional shall allow the plans examiners to markup digital documents, create notes, and to apply digital signatures. The digital documents must be un-locked.

☐ It is necessary for all re-submittals to be in the same format as the original submission, all pages to be submitted. Revisions to the construction plans must be indicated by clouding and deltas, with a narrative in the title box. A written response from the design professional/contractor addressing the plans examiners' comments, item by item, is required to accompany all re-submittals.

☐ Upon successful completion of the plan review process, the plans examiner will "stamp" the file electronically and apply a digital approval signature. This will create an image on each sheet of the plans that indicates the plans have been reviewed for compliance. These plans will be saved as read-only and set to print with the stamp. Approved plans will be returned to the design professional, who will then print two (2) full size sets of the approved stamped plans, collated, stapled and folded. The applicant will be required to bring the approved construction plans and documents to the Building Department at the time the permit is to be issued.

Interior Projects

- ☐ Construction Documents drawn to scale – One electronic review set to be emailed to DOB@FPVillage.org (note: two (2) printed sets will be required at final approval) drawings must include:
  - ☐ Title block including the address of the property and the name and contact information for the design professional.
  - ☐ A north arrow, scale and date on all drawings.
  - ☐ Floor plans of every level with dimensions clearly showing proposed new and removed walls, room names, and ceiling heights.
  - ☐ Locations of smoke detectors / carbon monoxide detectors.
  - ☐ Window & door schedules with manufacturer, model, sizes, egress, U Value, SHGC, VT, design pressure.
  - ☐ Light and ventilation calculations for all new habitable rooms.
  - ☐ Cross sections and details.
  - ☐ Plumbing and gas fixture locations. Riser diagrams, sanitary drainage and venting risers with sizes, pitches and quantifying values along with reference standard sections/tables used for design
  - ☐ Building code compliance certification including regional design criteria.
  - ☐ Energy code compliance certification statement on drawing and Res/Com Check certification.
  - ☐ Thermal barrier clearly identified, along with air sealing details, insulation types, thickness, and R (or U) Values noted.
  - ☐ Stamped and sealed by a NYS Registered Architect or Engineer.

DEPARTMENT OF BUILDINGS
BUILDING PERMIT GUIDELINES AND REQUIREMENTS

New Buildings, Additions or Renovations that Involve Work on the Exterior of the Building after Architectural Review Board Approval is Received *(See Separate ARB Application)*

☐ Construction Documents drawn to scale – One (1) electronic review set to be emailed to **DOB@FPVillage.org** (note: two (2) printed sets will be required at final approval) drawings must include:

- ☐ Title block including the address of the property and the name and contact information for the design professional.
- ☐ A north arrow, scale and date on all drawings.
- ☐ A site plan showing a full zoning analysis and all structures including setbacks to property lines, drainage, and utility locations.
- ☐ Foundation Plan including anchor bolt spacing, diameter, embedment.
- ☐ Floor plans of every level with dimensions clearly showing proposed new and removed walls, room names, and ceiling heights.
- ☐ Locations of smoke detectors / carbon monoxide detectors.
- ☐ Window & door schedules with manufacturer, model, sizes, egress, U Value, SHGC, VT, design pressure.
- ☐ Light and ventilation calculations for all new habitable rooms.
- ☐ Exterior elevations for each side of the structure showing floor heights and ridge height from grade.
- ☐ Cross sections and details.
- ☐ Method used for structural design (material specific; refer to 2024 WFCM –or- 2025 NYSRC)
- ☐ Comprehensive strength for concrete.
- ☐ Building components for lateral (shear walls or braced walls) and uplift resistance. Shear or braced walls must be identified on plans.
- ☐ Building heat/cooling loads, systems, and duct sizing or Manuals J, S, & D All equipment must be clearly identified on the plans.
- ☐ Whole house ventilation systems (new residential homes only).
- ☐ Plumbing and gas fixture locations. Riser diagrams, sanitary drainage and venting risers with sizes, pitches and quantifying values along with reference standard sections/tables used for design
- ☐ Building code compliance certification including regional design criteria.
- ☐ Energy code compliance certification statement on drawing and Res/Com Check certification.
- ☐ Thermal barrier clearly identified, along with air sealing details, insulation types, thickness, and R (or U) values noted.
- ☐ Stamped and sealed by a NYS Registered Architect or Engineer.

☐ Request for Waiver of Complete Application (if preliminary drawings will be submitted for the purpose of obtaining a Notice of Disapproval necessary to appear before the Board of Zoning Appeals).

DEPARTMENT OF BUILDINGS
BUILDING PERMIT GUIDELINES AND REQUIREMENTS

PERMIT DESIGN CRITERIA EFFECTIVE DECEMBER 31, 2025
THE FOLLOWING INFORMATION IS REQUIRED ON ALL DRAWING SETS SUBMITTED

BUILDING CODE COMPLIANCE

When plans or specifications bear the seal and signature of a registered design professional, such registered design professional must also include a written statement that "To the best of the knowledge, belief, and professional judgment of the undersigned, the plans and specifications depicted on these drawings are in compliance with the applicable provisions of the 2025 New York State Uniform Fire Prevention and Building Code and all supplements."

ENERGY CODE COMPLIANCE *(Required for all submissions that include building envelope and/or HVAC work)*

1. Compliance documentation following the prescriptive code or RES/COM Check certification including the accompanying checklists. *(* https://www.energycodes.gov/software-tools *)*

2. When plans or specifications bear the seal and signature of a registered design professional, such registered design professional shall also include a written statement that "To the best of my knowledge, belief and professional judgment, such plans or specifications are in compliance with the 2025 New York State Energy Conservation Construction Code and all supplements."

CLIMATIC & GEOGRAPHIC DESIGN CRITERIA – CLIMATE ZONE 4

(Required for all submissions that include structural and/or building envelope work)

Ground Snow Load (psf)	Wind Design			Seismic Design Category	Subject to Damage from		
	Speed (mph)	Topographical effects	Wind-borne Debris Zone		Weathering	Frost Line Depth	Termite
20	120	No	No	B	Severe	3'-0"	Moderate to Heavy

Winter Design Temperature	Ice Barrier Underlayment Required	Flood Hazards	Air Freezing Index	Mean Annual Temperature
13	Yes	Zone X	496	52.9

DEPARTMENT OF BUILDINGS
REQUIRED INSPECTIONS

APPROVED ELECTRICAL CERTIFICATE ISSUERS

For all projects involving electrical work, the Electrician is required to a hold a current Electricians License with the Village of Floral Park.

In addition, an original Certificate of Electrical Inspection, issued by an Electrical Inspection Agency approved by the Village of Floral Park, must be submitted prior to the issuance of a Certificate of Occupancy or Certificate of Completion.

Only Certificates from the following Electrical Inspectors will be accepted by the Village:

New York Board of Fire Underwriters/Electrical Inspectors, Inc.
516.794.0400
electricalinspectors.com

Certified Electrical Inspections Inc.
516.348.8975
cei-ny.com

NYS Electrical Inspections, Inc.
631.466.4235
nyselectricalinspections.com

Long Island Electrical Inspections, LTD
631.892.7068
lieinspectors.com

Electrical Inspection Service, Inc.
516.466.6486
eislongisland.com

Alliance Electrical Inspections Limited
516.248.0820
allianceeil.com

Suffolk Bureau of Electrical Inspectors, Inc.
631.495.8136
https://www.sbei.us/NSEI/

Prestige Electrical Inspections LLC
516.652.5681
https://prestigeelectricalinspections.com/

DEPARTMENT OF BUILDINGS
BUILDING PERMIT APPLICATION

BUILDING	
Tracking Number	
Permit Number	
Permit Issue Date	
Associated Permits	

Filing Status: (Check all that apply) Incomplete applications will not be accepted

☐Proposed ☐Maintain (year built _____)

☐New Building ☐Addition ☐Alteration ☐Accessory Structure ☐Demolition ☐In-Ground Pool ☐Other:_____

Property Information:

Property Address:

Section: Block: Lot(s): Zone: ☐ *VFP Verified*

Existing: ☐Single Family ☐2-Family ☐ Commercial/Business ☐Other:

Proposed: ☐Single Family ☐2-Family ☐ Commercial/Business ☐Other:

Description of Work:

Estimated Cost of Construction:

$

Property Owner Information:

Owner's Name:

Mailing Address: City: State: Zip:

Phone Number: Email:

Applicant Information: ☐Owner is Applicant ☐Design Professional is Applicant

Applicant's Name:

Mailing Address: City: State: Zip:

Phone Number: Email:

Design Professional Information: ☐No Design Professional

Design Professional's Name: ☐RA ☐PE

Company Name: NYS License Number:

Company Address: City: State: Zip:

Phone Number: Email:

BUILDING	
Permit Number	

DEPARTMENT OF BUILDINGS
BUILDING PERMIT APPLICATION

Contractor Information: ☐ Work will be performed by Homeowner * ☐ Contractor information will be submitted at a later date

** Note: If Applicant is a Homeowner serving as the contractor for his/her primary residence, the applicant must provide the following: 1.) Affidavit of Exemption to Show Specific Proof of Workers Compensation Insurance Coverage for a 1, 2, 3, or 4 Family Owner-occupied Residence – Form BP-1 OR if after reviewing this form, you do not qualify for a Workers Compensation Exemption, you must acquire appropriate Workers Compensation Coverage and provide required proof. 2.) Copy of Homeowners Insurance that is currently in effect and covers the property listed on the building permit application.*

Contractor's Name: Floral Park License Number: ☐ *VFP Verified*

Company Address: City: State: Zip:

Phone Number: Email:

Electrician Information: ☐No Electrical Work ☐Electrician information will be submitted at a later date

Electrician's Name: Floral Park License Number: ☐ *VFP Verified*

Company Address: City: State: Zip:

Phone Number: Email:

Plumber Information: ☐No Plumbing Work ☐Plumber information will be submitted at a later date

Plumber's Name: Floral Park License Number: ☐ *VFP Verified*

Company Address: City: State: Zip:

Phone Number: Email:

Property Owner Statement & Signature:

The undersigned affirms that I am the owner of the property described herein, situated, lying and being within the Incorporated Village of Floral Park; that I have read and understand all items as here in stated, recognize that I am responsible for all activities occurring on the property, and that failure to comply with any of the items, notwithstanding any other items defined in the Village Code, may result in the temporary suspension or permanent revocation of the permits issued for construction on the premises in accordance with the Village Code. I agree to permit the Building Inspector and any officer or employee of the Village of Floral Park to enter the premises in the discharge of their duties in accordance with this application, the NYS Building Code and the Floral Park Village Code. The installation of smoke and carbon monoxide alarms in existing 1 & 2 family homes is required by the NYSRC. The successful placement and testing of these alarms at final inspection is required in order to receive a certificate of compliance for the building permit. I hereby give consent to the listed applicant to make the application on my behalf for permit to perform said work.

Print Name: Signature: Date:

Notary (owners signature):

On this _____ day of _____, 20___, before me personally came _____, to me known and known to me to be the person described in as the owner and who executed the foregoing instrument and has acknowledged to me that he/she executed the same.

_____
Notary Public

Applicant Statement & Signature:

The undersigned, being duly sworn, deposes and says that the foregoing are all the alteration or repairs proposed to make to the building herein referred to and described; and hereby stipulates that all provisions of the Building and Village Code shall be complied with in the alteration or repair of said building, whether specified herein or not.

Print Name: Signature: Date:

DEPARTMENT OF BUILDINGS
BUILDING PERMIT APPLICATION

BUILDING	
Permit Number	

Building Department Use Only:				
☐Filing Fee: $50		Receipt:	Building Permit Fee Calculation Residential: $200 for the first $1,000 of Construction Costs, $10 each additional $1,000 Commercial: $500 for the first $1,000 of Construction Costs, $15 each additional $1,000	
☐Building Permit Fee:		Receipt:		
☐Existing Conditions Inspection Fee Residential: $100		Receipt:		
☐Existing Conditions Inspection Fee Commercial: $500		Receipt:		
☐Commercial Cease and Desist Fee $1,500		Receipt:		
☐Other:		Receipt:		
☐C of C Fee: $50 ☐C of O Fee: $100		Receipt:		
Approvals:				
Zoning Review	☐Approval ☐Denial		Date:	By:
Permit Review	☐Approval ☐Denial		Date:	By:
ARB Review	☐Approval ☐Denial		Resolution Date:	
BZA Review	☐Approval ☐Denial		Resolution Date:	
BOT Review	☐Approval ☐Denial		Resolution Date:	
NCFM Review	☐Approval ☐Denial		Date:	
Other:	☐Approval ☐Denial		Date:	

Permit Conditions:

- The Building Permit must be posted and visible from the street for the duration of the construction process. No work is to be started until permit has been received and posted by the owner / applicant.
- Approved plans shall remain on the premises at all times until a Certificate of Occupancy/Completion/Approval is issued for all permits in this project. These plans shall be made available to the inspector upon request
- The Permit is valid for 6 months, unless construction has started. If started, the permit is valid for 12 months from the date of issuance. Should the permit expire a permit renewal application, along with updated drawings and permit fee, must be filed and approved by the Building Department.
- The Floral Park Building Department must be made aware of all field changes prior to the time of the change. Work is NOT to continue until an amended permit is filed and approved with the Building Department.
- Owner or the owner's representative shall be responsible to arrange for all required inspections. Owner shall be responsible for the presence of the appropriate representative for the required inspection as directed by the Inspector. All work is to be left exposed until inspected and approved by the Floral Park Building Department. Work closed up prior to inspection approval will need to be exposed for inspection at the owner's cost.
- Electrical certificates must be filed at the completion of the work.
- A foundation location survey must be submitted for a new pool, new house, new garage or a new commercial building BEFORE the structure is framed and a final survey must be submitted at completion. An updated survey must be submitted at completion for all new buildings and in-ground pools.
- All Architectural Review Board approvals, Zoning, Board of Trustee resolutions, and Special Use approvals are valid for 6 months.
- Permits are not closed until a certificate has been issued. The Project will not close until all certificates have been issued. Occupancy of the premises without first obtaining a Certificate of Occupancy or use of the premises without first obtaining a Certificate of Completion or Approval is unlawful and may subject the owner of the premises to the penalties.

SURVEY AFFIDAVIT	
Tracking Number	
Permit Number	

DEPARTMENT OF BUILDINGS
SURVEY CERTIFICATION AFFIDAVIT

In lieu of a recent survey dated within twelve (12) months from the date of this application, the following affidavit along with the most recent survey will be accepted.

Property Information:		
Owners Name:		
Property Address:		
Survey Certification Affidavit:		
In accordance with 19 NYCRR, Codes, Rules and Regulations of the State of New York, Section 1203, all surveys, plot plans and/or site plans submitted to the Department of Buildings shall clearly depict all structures and site improvements. This is intended to include all primary and accessory structures, driveways, garages, decks, pool, equipment, etc. for both residential and commercial properties.		
In lieu of a current survey dated within twelve (12) months from the date of this application, I certify that I have personally inspected the above referenced property and determined that the plot plan / site plan submitted accurately depicts all existing site improvements as of the date of signature on this document. I certify that with respect to the above application the zoning analysis accurately reflects the dimensions and zoning requirements for the subject property. I acknowledge that the Department of Buildings is relying on this affidavit for the code review in accordance with the Village Code and NYS Building Code.		
Applicant Statement & Signature:		
Print Name:	Signature:	Date:
Capacity (Check One): ☐ Owner ☐ Applicant or Design Professional		

TRUSS TYPE CONSTRUCTION	
Tracking Number	
Permit Number	

DEPARTMENT OF BUILDINGS
TRUSS TYPE CONSTRUCTION NOTICE

This form must be signed and submitted with the Building Permit Application

NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES (In accordance with Title 19 NYCRR PART 1265)

Buildings and structures that utilize truss type construction shall be marked by a sign or symbol that informs persons conducting fire control and other emergency operations of the existence of truss construction.

To: The Incorporated Village of Floral Park

Permit Information:		
Design Professional Name:		
Property Address:		
Please take notice that the (check all that apply):		
☐ New Residential Structure		
☐ Addition to Existing Residential Structure		
☐ Rehabilitation to Existing Residential Structure		
To be constructed or performed at the subject property referenced above will utilize (check each applicable line):		
☐ Truss Type Construction (TT)		
☐ Pre-Engineered Wood Construction (PW)		
☐ Timber Construction (TC)		
In the following location(s) (check all that apply):		
☐ Floor Framing, Including Girders and Beams (F)		
☐ Roof Framing (R)		
☐ Floor Framing and Roof Framing (FR)		
Design Professional Statement & Signature:		
Print Name:	Signature:	Date:
Licensed Design Professional's Stamp		

Section 1265.4. Sign or symbol.

(a) Each new residential structure and each addition to or rehabilitation of an existing residential structure that utilizes truss type construction, pre-engineered wood construction and/or timber construction shall be identified by a sign or symbol in accordance with the provisions of this Part.

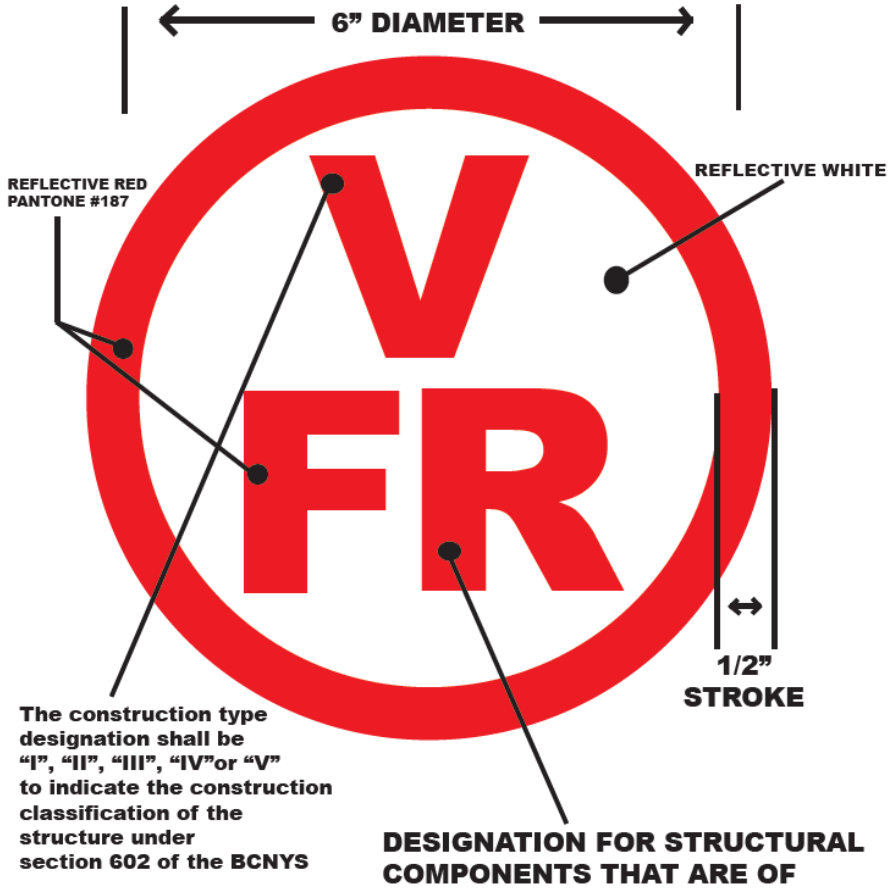
(b) The sign or symbol required by this Part shall by affixed to the electric box attached to the exterior of the residential structure; provided, however, that: (1) if affixing the sign or symbol to the electric box would obscure any meter on the electric box, or if the utility providing electric service to the residential structure does not allow the sign or symbol to be affixed to the 6 electric box, the sign or symbol shall be affixed to the exterior wall of the

residential structure at a point immediately adjacent to the electric box; and (2) if no electric box is attached to the exterior of the residential structure or if, in the opinion of the authority having jurisdiction, the electric box attached to the exterior of the building is not located in a place likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure, the sign or symbol required by this Part shall be affixed to the exterior of the residential structure in a location approved by the authority having jurisdiction as a location likely to be seen by firefighters or other first responders responding to a fire or other emergency at the residential structure.

(c) The sign or symbol required by this Part shall be affixed prior to the issuance of a certificate of occupancy or a certificate of compliance. The authority having jurisdiction shall not issue a certificate of occupancy or certificate of compliance until the sign or symbol required by this Part shall have been affixed.

(d) The property owner shall be responsible for maintaining the sign or symbol required by this Part and shall promptly replace any such sign or symbol that is affixed to an electric box when any change or modification is made to such electric box. The property owner shall promptly replace the sign or symbol required by this Part if such sign or symbol is removed or becomes damaged, faded, worn or otherwise less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure. The property owner shall keep the area in the vicinity of the sign or symbol required by this Part clear of all plants, vegetation, and other obstructions that may hide or obscure such sign or symbol or otherwise cause such sign or symbol to be less conspicuous to firefighters or other first responders responding to a fire or other emergency at the residential structure.

(e) The sign or symbol indicating the utilization of truss type construction, pre-engineered wood construction and/or timber construction shall comply with the requirements of this subdivision.



"F"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING

NYS BUILDING STANDARDS AND CODES

BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY
240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: Floral Park

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

CITY, TOWN, VILLAGE: Floral Park, NY

ZIP: 11001

ESTIMATED COST OF CONSTRUCTION:

Check one

☐ OWNER OR ☐ LESSEE

NAME OF BUSINESS

CONTACT PERSON/OWNER

ADDRESS

CITY, STATE, ZIP

PHONE

EMAIL

WORK MUST BEGIN BY

PERMIT EXP DATE

LOT SIZE S.F.

BLDGS ON LOT

PRINCIPLE TYPE OF CONSTRUCTION

☐ STEEL ☐ MASONRY ☐ FRAME

IF YOU WISH TO GROUP OR APPORTION LOTS

PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION

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

- ☐ 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

DOES RESIDENCE HAVE THE FOLLOWING

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

Rev 08/11

TOWN | SCHOOL DISTRICT | SECTION | BLOCK | LOT(S) | CA # OR BLDG # | UNIT # | DATE

BUILDING PERMIT
COMMERCIAL OR MIXED USE
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY
240 Old Country Road, Mineola, NY 11501

DATE REC'D

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

CITY, TOWN, VILLAGE: Floral Park, NY — ZIP: 11001

ESTIMATED COST OF CONSTRUCTION:

DATE TO BEGIN

DATE TO COMPLETE

LOT SIZE S.F.

BLDGS ON LOT

PRINCIPLE TYPE OF CONSTRUCTION
- ☐ STEEL
- ☐ MASONRY
- ☐ OTHER

Check one
- ☐ OWNER OR LESSEE

NAME OF BUSINESS

CONTACT PERSON

ADDRESS

CITY, STATE, ZIP

PHONE

EMAIL

Grouping or apportioning lots? Yes ☐ No ☐

List existing lots:

Proposed lots:

DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)

CHECK ALL THAT APPLY

- ☐ NEW BUILDING
- ☐ ADDITION (CHANGE IN S.F.)
- ☐ DEMOLITION
- ☐ ALTERATION (NO CHANGE IN S.F.)
- ☐ OTHER (Describe)_____
- ☐ FAÇADE
- ☐ BASEMENT RENO
- ☐ HVAC
- ☐ ROOF
- ☐ PLUMBING

	SIZE	QUANTITY
☐ ELEVATORS		
☐ SPRINKLERS		
☐ SOLAR		
☐ ANTENNA		
☐ BILLBOARD		
☐ SATELLITE DISH		

USE BY SIZE AND FLOOR

	EXISTING S.F. AREA		PROPOSED S.F. AREA	
	Use	Size SF	Use	Size SF
BSMT				
1ST				
1ST				
2ND				
ADDNL FLOORS				
TOTAL # FLOORS				

List additional use below

Residential

- ☐ CO-OP
- ☐ CONDO
- ☐ RENTAL

	EXISTING # UNITS	PROPOSED # UNITS
Studio		
1BDRM		
2BDRM		
3BDRM		
4 BDRM		
OTHER (Describe)		

DATE OF GRANTING OF PERMIT _____

SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING

FIELD REPORT ON REVERSE

_____
Signature of Applicant/Contact Person

Address of Applicant/Contact Person — Tele #

Rev 08/11