

**INCORPORATED VILLAGE OF ATLANTIC BEACH
BUILDING DEPARTMENT**

INSTRUCTIONS AND REQUIREMENTS FOR FILING FOR A DEMOLITION PERMIT

The following must be submitted and accepted prior to issuance of a Demolition Permit:

1. A separate application for a Demolition Permit shall be submitted for each building to be demolished. If more than one building or structure is to be demolished on the same premises, the separate Demolition (and Plumbing) Permits secured for each building or structure must satisfy all the requirements relative to such permits.
2. Application shall be made by the owner or lessee, or agent of either, or by the architect, engineer, builder, excavation or demolition company employed in connection with the proposed work. Where such application is made by a person other than the owner, it shall be accompanied by an affidavit of the owner or applicant that the proposed work is authorized by the owner and that the applicant is authorized to make such application.
3. A Certificate of Workmen's Compensation Insurance good for demolition at the subject site.
4. One (1) copy of a survey, showing existing grades of the subject property prior to demolition.
5. An affidavit must be submitted by an architect or engineer (signed and sealed) to verify the absence (or presence) of asbestos. In cases where asbestos is found to exist, demolition permit may not be issued until the asbestos has been removed, and lawfully disposed of, and such certification by a recognized licensed asbestos removal firm has been filed with the Building Department.
6. A letter from LIPA indicating that the electric services to the building or structure to be demolished have been disconnected or have never been installed.
7. A letter from NATIONAL GRID indicating that the gas services to the building or structure to be demolished have been disconnected or have never been installed.
8. A letter from New York American Water indicating that the water service to the premises to be demolished have been disconnected or never been installed.
9. Chain link fencing or other suitable fencing shall be installed around the property. Fencing shall be installed as to not block the sidewalk
10. If the building or structure to be demolished is connected to a sewer, a Nassau County Sewer Permit, a Road Opening Permit (Town, County and/or State) and an Incorporated Village of Atlantic Beach Plumbing Permit for the disconnection must be obtained and submitted with the demolition.
11. A separate Plumbing Permit shall be required for each sewer disconnection.
12. An affidavit certifying that all underground wells, basins, cellars or other known voids will be filled with clean fill and that every buried storage tank, including all connections thereto, will be removed and the void filled with clean sand, immediately upon completion of demolition.

13. Nassau County Department of Health Extermination Certificate. The Inspection Certificate expires ten days after issuance.
14. All of the foregoing requirements must be satisfied prior to issuance of a Demolition Permit.
15. Color photographs of all sidewalks, curbs and aprons of subject premises.
16. Person to which Demolition Permit is issued shall notify our Building Inspector at least 24 hours in advance of the actual time scheduled for the start of such demolition.
17. Demolition shall comply with all applicable Village and New York State Uniform Fire Prevention and Building Codes.
18. The total fee for Demolition Permit shall be:

Residential Structures	\$1000.00
Interior	\$500.00
Multiple Residential	\$1500.00
Other residential	\$250.00
Commercial	\$2500.00

(Note: Not required if necessary part of filed alteration permit)

19. All affidavits shall be notarized and all certificates and letters shall be originals.

**INCORPORATED VILLAGE OF ATLANTIC BEACH
BUILDING DEPARTMENT**

DEMOLITION REQUIREMENTS CHECKLIST

1. Application
2. Workmen's Compensation
3. One Survey
4. Asbestos Letter
- 5.. LIPA Disconnect Letter
6. National Grid Disconnect Letter
7. New York American Water Disconnect Letter
8. Sewer and Road Opening Permit
9. Voids Affidavit
10. Department of Health Letter
11. Tree Affidavit

NOTE: DEMOLITION shall comply with Chapter 95 of the Code of Atlantic Beach

VILLAGE OF ATLANTIC BEACH – BUILDING PERMIT APPLICATION

65 The Plaza, Atlantic Beach, New York 11509

Office: (516) 371- 4600 Email: building@atlanticbeachny.gov

(Office use only)

Application # _____ Date Received: _____ Fee(s): _____
Permit # _____ Date Issued: _____ Permit fee: _____

Owner(s): _____
Property Address: _____ SBL: 58/_____
Mailing Address (if different from property): _____
Email: _____ Tel # _____

Work proposed: _____
Cost of Construction \$ _____

- *Submit 2 sets of Plans and 1 PDF with most updated survey
- *Signed and sealed by a NYS licensed Architect or Engineer
- *All drawings to a scale of at least 1/4 inch.
- *Zoning calculations must be on the first page of the plans
- *Plot plan must indicate all setbacks for new and existing construction
- *Elevation drawings must show proposed and existing heights

Architect/Engineer: _____
Address: _____
Email: _____ Tel #: _____

All CONTRACTORS must be licensed in the Village of Atlantic Beach in order to work. Nassau County Consumer Affairs License, Liability Insurance with the Village of Atlantic Beach as the Certificate Holder and Additionally Insured, and Worker's Compensation must be up to date in order for a permit to be issued.

Contractor: _____
Address: _____
Email: _____ Tel #: _____

Affidavit of Property Owner/Applicant

STATE OF NEW YORK
COUNTY OF NASSAU SS:

I, _____ being the owner/applicant duly sworn, deposes and says; that all work proposed to be done upon said premises will be done in accordance with the approved application and approved plans. The applicant duly sworn says he/she is authorized by the owner to make application for a permit to perform said work in the foregoing application.

Signature

Sworn before me this _____ day of _____, 20

Notary signature

Examined and approved on _____, 20

Plans Examiner/Building Inspector

VOIDS AFFIDAVIT

Date:

Building Department
Incorporated Village of Atlantic Beach
65 The Plaza
Atlantic Beach, NY 11509

PREMISES: _____

SECTION 58, BLOCK _____, LOT(S) _____

I hereby certify that all underground wells, basins, cellrs, or other known voids will be filled with clean fill and that every buried oil tank, including all connections thereto will be removed and the void filled with clean sand, immediately upon completion of demolition.

Owner(s) signature

Sworn to before me this
_____ day of _____ 20____

Notary Public, Nassau County, NY No. _____

AFFIDAVIT OF ABSENCE OF ASBESTOS

Date:

Building Department
Incorporated Village of Atlantic Beach
65 The Plaza
Atlantic Beach, NY 11509

Re: Request for Demolition Permit
Building Application No. _____

I,
Professional Engineer _____
Registered Architect _____

on behalf of owner of premises known as _____,
Atlantic Beach, New York 11509.

Section 58, Block _____, Lot(s) _____

petition the Incorporated Village of Atlantic Beach Building Department, to issue a
demolition permit based on a personal inspection of the structure and that no asbestos
is found to exist on the premises.

Signature & Seal _____
(Architect or Engineer)

or

Signature _____
(Recognized Authority)

TREE PRESERVATION AFFIDAVIT

APPLICATION NO. _____

Building Department
Incorporated Village of Atlantic Beach
65 The Plaza
Atlantic Beach, NY 11509

PREMISES: _____

SECTION 58, BLOCK _____, LOT(S) _____

STATE OF NEW YORK, SS:
COUNTY OF NASSAU,

THIS IS TO CERTIFY THAT I, _____
owner of the above premises, applying for a building permit, being duly sworn, depose and say that
there will be no trees removed, destroyed or substantially altered to cause ultimate destruction of any
nature whatsoever.

Trees removed from property line to the curb (Village property) must be replaced.

I make this affidavit with the full knowledge that the Building Department relies upon the truth of the
statements herein contained and in relying thereon will issue a permit called for in the application.

DATE

OWNER(S) SIGNATURE

Sworn to before me this
_____ day of _____ 20____

Notary Public, Nassau County, NY No. _____