

PERMIT No.: _____ ISSUED DATE: _____ BOARD APPROVED: _____

PERMIT FEE: _____ RECEIPT: _____ DATE: _____

VILLAGE OF OLD WESTBURY APPLICATION FOR NEW HOME BUILDING PERMIT

This application is to be submitted with two complete sets of plans drawn to a uniform scale, including plumbing elevations, dept. of assessment form, assessor's form and permit fees.

- a) No application will be accepted unless the cubic volume has been determined as per the Village Engineer's attached certification letter.
- b) No permit application shall be processed unless the written resolution from the required Board has been received by the Village.
- c) Time limits. Building permits shall become invalid unless the authorized work is commenced within six months following the date of issuance. Building permits shall expire 12 months after the date of issuance. A building permit which has become invalid or which has expired pursuant to this subsection may be renewed upon application by the permit holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer.
- d) Extensions for issuance of the Certificate of Completion/Occupancy are set according to the expiration date and extension fees applicable.
- e) No building shall be occupied or used in whole or in part for any purpose until a Certificate of Occupancy shall have been issued by the Building Official, certifying that such building conforms substantially to the approved plans and specifications and the requirements of all ordinances applying to buildings of its class and kind.

Section: _____ Block: _____ Lot: _____

Name: _____ Address: _____

Contact: _____ Phone #: _____

If owner is a corporation, give name and title: _____

Architect: _____ Address: _____

Phone #: _____

Contractor: _____ Address: _____

Phone #: _____

Electrician: _____ Address: _____

Phone #: _____

Plumber: _____ Address: _____

Phone #: _____

General Liability Insurance and Workman's Compensation certificates attached ☐

Estimated Cost of Construction \$ _____

Board Approved _____ Date Approved _____

Resolution Attached _____ Volume Certification Letter Attached _____

Total Square Ft. _____
 Size of Plot _____ ft. Front _____ ft. deep.
 Are there any existing buildings or structures on this plot _____
 Type of construction _____
 Dimensions of main building _____ front _____ deep _____
 Height _____ Stories _____ Total Cubic Feet _____
 Usable floor area: 1st floor _____ 2nd floor _____
 Does this application include an attached or detached garage? _____
 Number of cars _____ Dimensions _____
 Height _____ Distance from nearest dwelling on adjoining lot _____
 Will garage floor level be higher or lower than established grade? _____
 State which and give measurement _____
 Size of cesspool or septic tank _____ Cesspool cover _____ ft below grade

ZONING

Zoning District _____ Prevailing setback in block _____ ft.
 Total % of lot to be occupied _____ % At present occupied by existing bldgs. _____ %

DISTANCES FROM PROPOSED BUILDINGS TO PROPERTY LINES:

	Front yard	Side yard	Side yard	Rear yard
Main building	_____ ft	_____ ft	_____ ft	_____ ft.
Garage	_____ ft	_____ ft	_____ ft	_____ ft.

DWELLING SPECIFICATIONS

(with/without attached garage)

Footing: Material _____ mix _____ Size under column: width _____ depth _____
 Size under walls: width _____ depth _____
 Foundation Walls: Material _____ Mix _____ Thickness _____ Depth _____
 Below grade
 Kind of framing: Balloon or platform _____ Insulation: - material _____

The following shall be No. 2 grade or better:

Sills _____ x _____ Material _____
 Corner Posts _____ x _____ Material _____
 Wall Studs _____ x _____ Material _____
 Partition Studs _____ x _____ Material _____

The following shall be No. 1 grade:

Joists: 1st fl. _____ x _____ Material _____ o.c. _____
 Joists: 2nd fl. _____ x _____ Material _____ o.c. _____
 Ceiling Joists: 2nd fl. _____ x _____ Material _____ o.c. _____
 Rafters: _____ x _____ Material _____ o.c. _____

If floors are to be supported by columns and girders, give following:

Girders under 1st fl. Size _____ x _____ Span _____ Material _____ Grade _____
 Columns under 1st fl. Size _____ x _____ Span _____ Material _____ Grade _____
 This building will safely sustain per superficial floor upon 1st fl. _____ lbs. 2nd _____ lbs
 Minimum height of ceilings: 1st fl. _____ ft. 2nd fl. _____ ft.
 Exterior Wall Sheathing Material _____ Diagonally or horizontally _____
 Corner braced _____
 Siding material: 1st fl. _____ 2nd fl. _____
 Roof Sheathing Material _____ Thickness _____
 Roof Covering material _____
 Heating Equipment: Type _____ Fuel _____ Number of Fireplaces _____
 Furnace flue lined with _____ Size _____
 Fireplace flue lined with _____ Size _____
 Thickness of fireplace back _____ Width of trimmer arch and hearth _____

Detached Garage

Footing: Material _____ Mix: _____ Size: _____
Floor: Material _____ Mix: _____ Thickness: _____
Corner Posts: Size _____ x _____ Material _____ Sills: Size _____ x _____
Material: _____
Plate: Size _____ x _____ Material _____ Ceiling beams _____ x _____
Material: _____
Wall Studs Size _____ x _____ Material: _____ o.c. _____
Exterior Walls: Sheathing Material _____ Siding Material _____
Roof: Sheathing Material _____ Roof Covering Material _____

.....
I will see to it that the proposed work is faithfully carried out as described in this application and as shown on the plans accompanying same, and not otherwise. Provisions of laws and ordinances applying to the premises and proposed work will be complied with whether stated in application and plans or not, and the buildings and structures affected by the application will not be used for any other purposes than stated.

COUNTY OF NASSAU
ss
STATE OF NEW YORK

_____ being dully sworn, deposes and says: that he/she is the person who signed the foregoing application for a permit, that he/she is authorized by the principal to make said application; that the statements set forth therein are true; that the proposed work stated in said application is authorized by the owner in fee; that if any changes made during construction he/she will file amended plans before making such changes.

Applicant

Address

Contact Phone _____

E-mail _____

Subscribed and sworn to before me this

_____ day of _____, 20 _____

Notary Public No. _____

**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: _____

Inc. Village of Old Westbury

Volume Certification Information



For both new homes and alterations

Prior to the issuance of a building permit, a volume certification of the home **must** be done by our Village Engineer. Complete architectural and structural drawings, signed and sealed by a licensed architect, must be submitted for volume calculations prior to the issuance of a building permit. A volume certification letter will be prepared by our Village Engineer. The deposit fee for this certification is \$2,500.00 made payable to the Village of Old Westbury. This certification establishes the existing volume of the home, and if any alteration exceeds the allowable cubic feet volume permitted by our Village Code. The certification is needed before an applicant can appear before any Board.

BUILDING VOLUME CODE (Section 216-4)

Computed by combining the visible exterior dimensions of length, width and height from the mean grade of all dwellings and other buildings located on a lot, including roofed-over areas, whether enclosed or unenclosed, and all dormers, except that only 50% of the volume that is under the roof and above the bottom of the roof soffit shall be included, but in no case shall the fifty-percent reduction in volume apply to that portion of a structure between mean grade and 10 feet zero inches above grade. In addition, any unenclosed area under a roof overhang which extends no more than four feet beyond the face of an exterior wall shall not be included in computing building volume. Mean grade shall be determined at various sections of each building in the discretion of the Building Inspector, based upon exterior visibility.

MARK OUT CASE NUMBER: _____

Permit No. _____ Issued: _____ Permit Fee: \$600.00

VILLAGE OF OLD WESTBURY STREET OPENING PERMIT APPLICATION

Please be advised that prior to a street opening permit being issued the following is mandatory.

- Mark outs must be done first followed by a walkthrough with the Water Superintendent, Building & Public Works Superintendent and a Trustee.
- All underground cables must be a minimum of 30” below grade.
- Street Opening Affidavit must be signed, notarized, and attached to this application.
- Enclose drawing/sketch showing location, direct drilling, gas main etc.
- During the construction, the road shall be maintained and restored to it’s original improved state within twenty (20) days. If not restored within twenty days the village will restore the road and additional fees will be charged to the resident.

Contractor: _____ Address: _____

Applicant: _____ Address: _____

Location: County Tax Map Section: _____ Block: _____ Lot: _____

LOCATION:

_____ Side of _____ (street)

_____ Feet of _____ (street)

PURPOSE TO OPEN STREET: _____

LOCATION OF WATER MAIN: _____ ft. off property

IS MAIN BEING TAPPED ON SAME SIDE OF ROAD _____ (ft.)

OPENING _____ length _____ width _____ depth

CURB CUT _____ length _____ width _____ depth

For a distance of _____ ft. starting at _____ ft. N-E-S-W of

_____ To _____ ft. N-E-S-W of _____

Name of nearest cross street _____ Name of nearest cross street

PAVEMENT TYPE: _____ width _____ ft. _____

SHOULDER TYPE: _____ width _____ ft. _____

CURB TYPE: _____ width _____ ft. _____

Do not write in this space.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

Pursuant to Section 12 of the Street Opening Ordinance, a Certificate of Insurance must be filed with this application insuring the Village against public liability and property damage with limits of \$250,000/\$500,000 personal injuries and \$25,000/\$50,000 property damage. A municipal corporation or public utility corporation may in lieu of an insurance police file with the Village its bond to hold the Village harmless from all damages to persons or property resulting from the issuance of a street opening permit.

I will see to it that the proposed work is faithfully carried out as described in this application and as shown on the plans accompanying same, and not otherwise. Provisions of laws and ordinances applying to the premises and the proposed work will be complied with whether sated in application and plans or not, and the structures affected by the application will not be used for any other purposes than stated.

COUNTY OF NASSAU
STATE OF NEW YORK

_____ being duly sworn deposes and says: that he/she is the person who signed the foregoing application for a permit; that he/she is authorized by the principal to make said application; that the statements set forth therein are true; that the proposed work stated in said application is authorized by the owner in fee; that if any changes are made during construction he/she will file amended plans before making such changes.

Owner or authorized agent

Address

_____ day of _____,

Notary Public No. _____

Please submit this affidavit, signed and notarized, along with your application for a street opening permit.

OLD WESTBURY STREET OPENING AFFIDAVIT

This is a certification that all services in connection with this job were contacted for the mark outs required prior to submittal of this street opening application. A walk through on the site will be arranged with the Building Superintendent and Water Superintendent to verify location. Also, all underground cables will be a minimum of 30” below grade.

During the construction, the road shall be maintained and restored to it’s original improved state within twenty (20) days. If not restored within twenty days the village will restore the road and additional fees will be charged to the resident.

Company: _____
Address: _____
Telephone: _____

On Behalf of resident: _____

Print Name: _____

Address: _____

Signature of Officer: _____

Sworn to before me this
_____ day of _____, 20_____.

Notary Public

APPLICATION FOR OLD WESTBURY WATER SERVICE

Permit Fee: \$350.00

THE WATER METER PIT SHALL BE ACCESSIBLE FOR EMERGENCY SERVICE, AND METER READING AT ALL TIMES. OBSTRUCTIONS BY BERMS, FENCES OR LANDSCAPING ELEMENTS OF ANY KIND ARE PROHIBITED WITHIN A FIVE FOOT RADIUS OF THE PIT.

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

Owner's Last Name: _____ First Name _____

Address: _____ City: _____

Home Phone () _____ Business Phone () _____

Plumbers Name _____

Plumbers Address: _____ City _____

Business Phone _____

License Number: _____

General Liability Ins. _____ attached ☐

Workman's Comp. _____ attached ☐

Backflow Device Application attached ☐ Number of connections _____

Meter No. _____ Size: _____

Location of work: _____

Description of work: _____

Fee schedule as per size (inches)

1"	\$1,600.00
1-1/2"	\$1,860.00
2"	\$2,250.00
3"	\$2,880.00
4"	\$3,500.00
6"	\$8,500.00
8"	\$10,500.00
Over 8"	\$22,000.00

- 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 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) Building Inspector will be given a minimum of 48-hour notice to make the required inspection and no work will continue until such inspection has been completed and approved.
- 4) Owner or his 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 applicant.**

State of New York)

County of Nassau)

depose and say: that all work will be done in accordance with the approved application and accompanying plans, of which he/she is totally familiar.

Signature of applicant _____

Sworn to me this _____ day of _____ Year _____

Signature of Notary Public

ASSESSOR'S FORM

Address of Construction _____

Existing conditions (photo required):

Pool: ☐ Gunitite or ☐ Vinyl sq. ft Deck: sq ft

Description of Work: _____

Proposed Conditions (photo or rendering required):

Deck: sq ft

Interior finish



**BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY**

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF:

NBHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

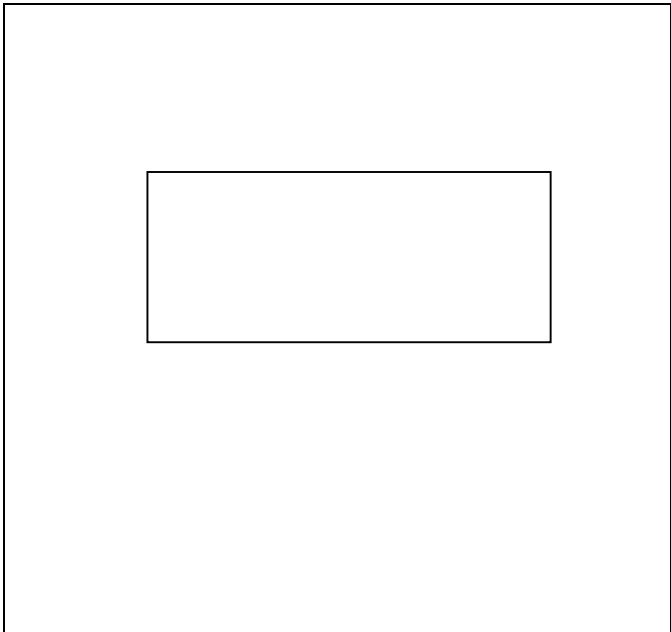
SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION
Location of Building		N.E.S.W. SIDE OF (OR CORNER OF)		N.E.S.W. SIDE OF	
ADDRESS OF PROPERTY				Check one	NAME OF BUSINESS
CITY, TOWN, VILLAGE					CONTACT PERSON/OWNER
ESTIMATED COST OF CONSTRUCTION:				☐ OWNER OR ☐ LESSEE	ADDRESS
					CITY, STATE, ZIP
WORK MUST BEGIN BY		PRINCIPLE TYPE OF CONSTRUCTION			PHONE
PERMIT EXP DATE		☐ STEEL		EMAIL	
LOT SIZE S.F.		☐ MASONRY		IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION	
# BLDGS ON LOT		☐ 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				CENTRAL AIR YES ☐ NO ☐	
☐ ADDITION (CHANGE IN S.F.)				FINISHED ATTIC YES ☐ NO ☐	
☐ DEMOLITION				BASEMENT FINISH	
☐ ALTERATION (NO CHANGE IN S.F.)				1/4 ☐ 1/2 ☐ 3/4 ☐ FULL ☐	
☐ 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					
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					

All cesspool replacements require an updated survey.

VILLAGE OF OLD WESTBURY
APPLICATION FOR DRYWELL, PRIVATE SEWAGE DISPOSAL
OR TRENCH DRAINAGE

Fee: \$300.00 per drywell/cesspool with accompanying plan

Building Permit #: _____ Section: _____ Block: _____ Lot: _____
Name of Applicant: _____ Address: _____
Name of Builder: _____ Address: _____
Name of Sewer Co.: _____ Address: _____
Location of Property: _____
No. of Bedrooms: _____ No. of Baths: _____ Size of Pipe: _____
No. of Cesspools: _____ Diameter of Cesspools at Bottom: _____
Finished Grade to cover: _____ Depth of Pipe: _____
No. of Cones or Blocks: _____ Depth to bottom of finished grade: _____
Remarks: _____
Cost: _____



Required:

- 1. CERTIFICATION LETTTER TO SUPERINTENDENT OF BUILDINGS, FROM P.E. OR SURVEYOR STATING COMPLIANCE WITH NASSAU COUNTY MANUAL OF ON SITE SEWAGE DISPOSAL/DRYWELL INSTALLATION.
- 2. ALL CESSPOOL/DRYWELL REPLACEMENTS REQUIRE AN UPDATED SURVEY SHOWING LOCATION & SIZE.
- 3. UPDATED CONTRACTOR’S CERTIFICATE OF LIABILITY INSURANCE & WORKMANS COMP.

Date of Approved: _____ Approved By: _____

Permit Number: _____

Application Fee: \$450.00 Application Fee + \$2,000.00 Infrastructure Fee

Inc. Village of Old Westbury

Application for Underground Irrigation System

This application must be filled out in triplicate with a survey locating the area to be sprinkled, location of backflow prevention device, control boxes and approximate zone location.

Location of Work: _____

Owner: _____ Address: _____

Landscape Contractor: _____

Address: _____

Size of Plot (in acres): _____ Percent of Plot to be irrigated: _____ %

Number of Zones: _____ Heads per Zone: _____ G.P.M.: _____

Type of Backflow Device: _____ Size of Backflow Device: _____

Make and Model of Device: _____ Location: _____

Nassau County Home Improvement License: _____ Expiration Date: _____

Plumbing License Number: _____ Issued by: _____

STATE OF NEW YORK)
COUNTY OF NASSAU) ss:

_____, being duly sworn, deposes and states that he is authorized to make this application and perform the work described herein, and that all statements contained herein are true to the best of his knowledge.

Sworn to me before this _____ day of _____

Applicant's Name

Notary Public Signature

Print Name

Print Address

Print City, State & Zip Code

Telephone Number

Note: The maximum portion of any lot which shall be permitted to be sprinkled with an automatic sprinkling system of any type shall not exceed twenty percent (20%) of the first three (3) acres of lot area and ten percent (10%) of any lot area in excess thereof.

Connection of this sprinkler system in the meter is prohibited.