

**OFFICE OF THE BUILDING INSPECTOR
VILLAGE OF UPPER BROOKVILLE, NASSAU COUNTY**

Examined _____ 20____

Approved _____ 20____ Permit No. _____

Disapproved a/c _____

Building Inspector

APPLICATION FOR BUILDING PERMIT

No. _____

Date _____

INSTRUCTIONS

- a. This application must be completely filled in and submitted in duplicate to the Building Department.
- b. Submit two (2) copies of a survey showing location of lot, existing buildings and structures on premises, proposed buildings and structures, relationship to adjoining premises or public streets or areas, and a detailed description of layout of property.
- c. This application must be accompanied by two complete sets of plans showing proposed construction. Plans shall describe the nature of the work to be performed, the materials and installations. When work exceeds \$10,000 in cost or 30,000 cubic feet in volume or work involves structural alterations, plans must be approved and certified by a Registered Architect or a Professional Engineer. At the completion of the work Architect or Engineer will certify to the Building Inspector that the work was completed in accordance with the approved plans.
- d. The work covered by this application shall not be commenced before the issuance of a Building Permit.
- e. Upon approval of this application, the Building Inspector will issue a Building Permit to the applicant together with an approved set of plans. Such permit and approved plans shall be kept on the premises available for inspection throughout the progress of the work. Applicant shall comply with all conditions of the permit and notify Building Inspector of required phases of construction to facilitate inspections.
- f. No building shall be occupied or used in whole or in part for any purpose whatever until an application is made for and a Certificate of Occupancy shall have been issued by the Building Inspector.

Location _____

(Give street number, name, side and distance from nearest cross street)

Map: _____ Section: _____ Block : _____ Lot : _____

Name and Address of Owner : _____

_____ Phone No. _____

Name and Address of Applicant: _____

_____ Phone No. _____

Email #1: _____ Email #2: _____

APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the applicable Building Code and Zoning Ordinance for the construction of buildings, additions, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

State whether applicant is owner, lessee, agent, architect, engineer or builder: _____

1. State existing use and occupancy of premises and intended use and occupancy of proposed construction:
 - a. Existing use and occupancy _____
 - b. Intended use and occupancy _____
2. Nature of work (check which are applicable: New Building Addition Alteration Repair Removal Demolition Description _____
3. Estimated Cost: _____ Fee _____
(to be paid on filing this application)
4. Dimensions of existing structures, if any: Front _____ Rear _____ Depth _____ Height _____
Number of Stories _____
Dimensions of same structure with alterations or additions: Front _____ Rear _____
Depth _____ Height _____ Number of Stories _____
5. Dimensions of entire new construction: Front _____ Rear _____ Depth _____ Height _____
Number of Stories _____
6. Size of lot: Front _____ Rear _____ Depth _____
7. Zone or use district in which premises are situated _____
8. Does proposed construction violate any zoning law, ordinance or regulation? _____
9. Name of Compensation Insurance Carrier _____
8. Number of Policy _____ Date of Expiration _____
10. Name of Architect _____ Email: _____
Address _____ Phone No. _____
Name of Contractor _____ Email: _____
Address _____ Phone No. _____
12. Electrical work will be inspected by, and a Certificate of Approval obtained from the following Village Approved, New York Board of Fire Underwriters or other agency or organization: _____
13. Cost for the work described in the Application for Building Permit include the cost of all the construction and other work done in connection therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, a Final Cost Affidavit and any overage fee payment is required before the Issuance of a Certificate of Occupancy.
14. Hours: Construction, excavation, demolition, alteration or repair of any building or the operation of construction machinery allowed in the Village Monday – Friday 8:00 am – 6:00 pm. These activities are **not allowed** at any time on Saturday, Sunday or New York State legal holidays, with the exception of (a) interior alterations or repairs to a building which is entirely enclosed, or (b) pursuant to a permit issued by the Building Inspector or the Mayor in an emergency situation.

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LOCATION DIAGRAM

In the space below, show location of premises in relation to nearest cross street and show street names and indicate whether interior or corner lot.



Date: _____

I HAVE READ THIS APPLICATION AND UNDERSTAND THAT ANY FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

Signature of Applicant