

**INCORPORATED VILLAGE OF UPPER BROOKVILLE
BUILDING DEPARTMENT**

INSTRUCTIONS FOR FILING A DEMOLITION

1. Two (2) standard permit application forms completely filled out with notarized Owner's signature, clearly denote work is for demolition.
2. Proof of ownership (deed or tax bill).
3. Letters of disconnection of utility services (PSEG, National Grid, water, sanitary).
4. Nassau County Rodent Free Certificate.
5. Submit an excavation affidavit – Standard Village Form.
6. Complete Board of Assessor's Form. (<https://www.nassaucountyny.gov>)
7. Two (2) copies of a recent property survey highlighting location of structure/s to be demolished. Survey must be clean copy with name, signature, and professional seal of surveyor clearly visible. Survey must show ALL existing structures on property.
8. Insurance Certificates listing the following (see separate instruction sheet):
 - A) Worker's Compensation B) NYS Disability C) General Liability

***** Certificate holder names on certificate to be written as:**
Incorporated Village of Upper Brookville (and homeowner's name)
C/O Building Inspector
24 Wolver Hollow Road, Glen Head, NY 11545

** Insurance Certificates must include coverage for demolition work.*
9. A permit fee; Demolition of Principal dwelling \$4,000.00
 Demolition of Accessory structure (over 4,800 cubic feet) \$1,000.00

THE FOLLOWING IS REQUIRED TO OBTAIN A CERTIFICATE OF COMPLETION:

1. Minimum of four (4) photographs of removal process.
2. Carting receipts for proper disposal. No debris shall remain on site (above or below grade).
3. Final Inspection.
4. See DEMOLITION REQUIREMENTS for additional guidelines.

**OBTAINING A CERTIFICATE OF COMPLETION IS THE HOMEOWNER'S RESPONSIBILITY.*