

**INCORPORATED VILLAGE OF UPPER BROOKVILLE
BUILDING DEPARTMENT**

INSTRUCTIONS/REQUIREMENTS FOR FILING A DEMOLITION PERMIT

1. Two (2) standard permit application forms completely filled out with notarized Owner's signature.
2. Proof of ownership if new homeowner (deed or tax bill).
3. Letters of disconnection of utility services (PSEG, National Grid, water, sanitary).
4. Nassau County Health Dept Rodent Free Certificate - Contact Health Dept @ 516 227 9715.
5. New York State Department of Labor Asbestos Regulation (See Labor Law §241(10); 12NYCRR 56-5.1(a) require that an asbestos survey be conducted by a licensed asbestos contractor using a certified asbestos inspector to determine if asbestos material will be disturbed during repairs, renovation, remodel, demolition or any work that may result in an asbestos disturbance.
6. Submit an Excavation Affidavit – Standard Village Form.
7. Complete Board of Assessor's Form. (<https://www.nassaucountyny.gov>)
8. 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.
9. Insurance Certificates (see permit application for insurance details).
10. 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.

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