

INCORPORATED VILLAGE OF PLANDOME HEIGHTS
37 Orchard Street Manhasset, NY 11030
(516) 627-1136

INSTRUCTIONS FOR BUILDING PERMIT APPLICATION

Submission must include:

- Completed, notarized application
- 2 sets of plans with specifications drawn to scale prepared by a licensed architect or professional engineer (where applicable)
- current survey drawn to scale as prepared by a licensed surveyor including topographicals (where applicable)
- a site plan indicating existing and proposed structures (where applicable)

The Building Inspector shall review all submissions for compliance with Village zoning code as well as compliance with N.Y.S. Building Codes.

The Building Inspector may require additional information as is deemed necessary to complete a final review.

If denied by the Building Inspector:

You may amend plans and resubmit (once approved please see ARB instructions) *or* apply for a variance as follows:

- Submit application for Board of Zoning and Appeals hearing with
- \$150 application fee, plus \$850 deposit payable to the Village of Plandome Heights
- Certified return receipt letters to be sent to neighbors by resident per instructions from the Building Inspector.

Once approved by BZA, ARB approval is required.

Once plans are approved by Building Inspector:

ARB review may be required. See instructions for meeting requirements.

NOTE: A certified return receipt mailing to neighbors is required prior to the ARB meeting per instructions from the Building Inspector.

Two sets of final construction drawings must be submitted for approval and issuance of permit.

Contractor Requirements:

1. Prior to issuance of a permit, contractor must submit the following documents:
 - Nassau County Home Improvement license
 - Insurance certificates for Contractor's General Liability at \$1 million with Village of Plandome Heights named as additional insured
 - Proof of Workers Compensation and NYS Disability on approved forms.
2. Plumbing and electrical work must be performed by licensed professionals.