



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

INSTRUCTIONS FOR BUILDING PERMIT APPLICATION

Contractor Requirements:

Prior to issuance of a permit, contractor must submit the following documents:

1. Nassau County or Town of North Hempstead Home Improvement license (license to do the work on the building permit)
2. Insurance certificates for Contractor's General Liability at \$1 million with Village of Plandome Heights named as additional insured and the certificate holder.
3. Proof of Workers Compensation (C105.2 form) (We cannot accept on Accord form) with the Village of Plandome Heights as the certificate holder.
4. NYS Disability (DB120.1 form or DB 155 form). (We cannot accept on Accord form) with the Village of Plandome Heights as the certificate holder.

The certificate holder should be listed as:

Village of Plandome Heights
37 Orchard Street
Manhasset, NY 11030

*****Plumbing and electrical work must be performed by licensed professionals. License and insurance requirements apply to these contractors as well.