



**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 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.
3. Proof of Workers Compensation (C105.2 form) (We cannot accept on Accord form.)
4. NYS Disability (DB120.1 form or DB 155 form). (We cannot accept on Accord form.)

The certificate holder should be listed as:

Village of Plandome Heights

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