

Permit No. \_\_\_\_\_ Permit Fee \_\_\_\_\_ Date \_\_\_\_\_ Job \_\_\_\_\_

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**INC. VILLAGE OF OLD WESTBURY**  
**APPLICATION FOR ADDITION / ALTERATION PERMIT**  
**No building permits shall be issued without proper Board resolutions.**

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Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Owner's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Contact for Permit: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Estimated Cost of Proposed Construction:** \_\_\_\_\_

Address Location of Permit \_\_\_\_\_

Description of Work: \_\_\_\_\_

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- Addition / Alteration     Fence/Wall     Tank     Other     Pool  
 Deck     Tennis Court     Driveway     Shed/Cabana     Generator

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**Proof of General Liability and Workers' Compensation Insurance for each of the below.**

**Architect:** \_\_\_\_\_ License No. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Contractor:** \_\_\_\_\_ License No. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Plumber:** \_\_\_\_\_ License No. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Electrician:** \_\_\_\_\_ License No. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

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**PROPERTY INFORMATION:**

Is this a permit to legalize an existing structure? ( ) Yes ( ) No

Will any trees be cut down? ( ) Yes ( ) No Tree Removal Application Attached? ( ) Yes ( ) No

Square Footage of Lot: \_\_\_\_\_ Current % of Lot Coverage: \_\_\_\_\_

Existing Volume per Certification Letter: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Proposed % of Lot Coverage: \_\_\_\_\_

Proposed Volume: \_\_\_\_\_ Total Volume on Plot: \_\_\_\_\_

Total Lot Coverage: \_\_\_\_\_ Height: \_\_\_\_\_ feet Stories \_\_\_\_\_

Plan Bd/BZA or Plan Bd Sub Committee Approval: ( ) Yes ( ) No

Site Plan Review: ( ) Yes ( ) No

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**DISTANCES FROM PROPOSED BUILDINGS TO PROPERTY LINES:**

	<b>Front Yard</b>	<b>Rear Yard</b>	<b>Side Yard</b>
Main Building	_____ feet	_____ feet	_____ feet
Accessory Structures	_____ feet	_____ feet	_____ feet

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**OWNER'S AUTHORIZATION:**

1. I agree to permit the Building Inspector and any officer or employee of the Village of Old Westbury to enter upon the premises in the discharge of their duties with this application.
2. Approved plans and a copy of the approved permit will remain on the premises at all times until a Certificate of Occupancy is issued. These plans will be made available to the Building Inspector.
3. The Building Inspector will be given a minimum of 48 hours notice to make the required inspection and no work will continue until such inspection has been completed and approved.
4. The owner or his/her representative will be responsible to arrange for all required inspections.
5. Permit will expire within one (1) year from date of issuance unless construction is in progress. No work is to be started until permit has been received by the applicant.

State of New York)

County of Nassau)

\_\_\_\_\_depose and say: that he/she resides at

\_\_\_\_\_mail address of

owner in the State of \_\_\_\_\_, that he/she is the owner of all certain lots,

parcel of land shown on the attached survey Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s)

\_\_\_\_\_ situated, lying and being within the incorporated area of the Village of Old

Westbury; that I/we have read and understand the items above as here in stated, that

the work to be done upon the premises, will be done in accordance with the approved

application and accompanying plans, of which he/she is totally familiar and that he/she

hereby names \_\_\_\_\_ as his or her representative to file this

application on his/her behalf.

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Homeowner

**APPLICATION FOR  
CERTIFICATE OF OCCUPANCY/COMPLETION  
VILLAGE OF OLD WESTBURY  
NEW YORK**

Certificate No.: \_\_\_\_\_ Application Date: \_\_\_\_\_

Issued Date: \_\_\_\_\_ Type: \_\_\_\_\_

No certificate will be issued unless all final requirements stamped on building plans are met. This includes a final survey, done by a licensed surveyor, electrical underwriter's certificate from Village approved electrical inspector, architect's certification letter and final inspection done by Village Superintendent of Buildings and Public Works. The undersigned, as owner, or agent for owner, (circle one) will request that final inspection to be made and a Certificate of Occupancy/Completion be issued for the (new/altered) building at the following location after all completed requirements are made.

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Street: \_\_\_\_\_

Building Permit No. \_\_\_\_\_

Issue Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_