

The following are required with the submission of this application:

- \$1,750.00 Permit fee
- \$250.00 Certificate of Occupancy fee
- Certificates of General Insurance and Workman's Compensation coverage. from contractors, naming the Village of Old Westbury as additional insured.
- Set of two drawings, signed and sealed. Drawings should include general notes and details, foundation and floor plans, sections and details, elevations and exterior details, and site plan with calculations and details.

VILLAGE OF OLD WESTBURY
APPLICATION FOR Elevator Installation

Permit No.: _____ Issued: _____

Section: _____ Block: _____ Lot(s): _____ Date: _____

Owner's Last Name: _____ First _____

Address: _____ City: _____

Cell Phone: () _____ Alternate Phone: () _____

Contact for permit: _____ Telephone: _____

Description of work: _____

Architect: _____ License# _____

Address: _____ Phone# _____

Contractor: _____ License# _____

Address: _____ Phone# _____

Electrician: _____ License# _____

Address: _____ Phone# _____

Prior to the issuance of a certificate of occupancy, the elevator company shall furnish a letter to the Superintendent of Buildings stating that the elevator is in good operating condition in accordance with:

1. N.Y.S. Building Code Section 3001
2. A.N.S.I. 117.1
3. N.Y.S. Elevator Law A 17.1

The Village requires annual inspections, and a letter confirming preventive maintenance has been done to insure good operating conditions.

**CERTIFICATE OF COMPLETION FOR ELEVATORS
VILLAGE OF OLD WESTBURY
NEW YORK**

Certificate No. _____ Application Date: _____

Issued Date _____ Application Fee: \$250.00

The undersigned, as owner, or agent for owner, will request that final inspection be made and a Certificate of Completion will be issued for the building at the following location.

Sec. _____ Block _____ Lot _____

Street _____

Building Permit No. _____

Issued Date _____

No Certificate of Completion will be issued unless the renewal fee is paid and the application is accompanied by a survey done by a Licensed Surveyor, locating buildings on lot, Final Electrical Underwriters Certificate done by an electrical company approved by the Village of Old Westbury, Architect's certification letter Underwriters, and Final Inspection by the Village Building Inspector.

Signed _____

Address _____

Email _____

Phone _____