

BUILDING DEPARTMENT – GENERAL INFORMATION

Village of Old Westbury
1 Store Hill Road
Old Westbury, NY 11568

Office Hours: 9:00 a.m. – 4:00 p.m. Phone Number: (516) 626-0800

REQUIRED INSPECTIONS WILL BE NOTED ON PLANS BY THE BUILDING SUPERINTENDENT.

Superintendent of Buildings: Michael A. Malatino
Assistant to the Superintendent: Tracy Reese
Water Superintendent: Thomas O'Connor

BUILDING PERMITS ARE IN EFFECT FOR 12 MONTHS FROM ISSUANCE AND INCREMENT FEES WILL BE APPLIED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF COMPLETION OR OCCUPANCY

PERMITS and FEES:

- Maintain existing structure three times fee listed below.
- Volume Certification Deposit \$2,500.00
- Application Fee:**

Residential New Homes	\$300.00
Residential Alterations	\$150.00
Commercial New Building	\$750.00
Commercial Alterations	\$375.00
- New Residential Construction:**
Residential Building Permit Fee .30 per cubic foot of volume with construction extensions if needed as follows. No extensions beyond 12 months
3 months **\$500** – 6 months **\$750** – 9 months **\$1,000** – 12 months **\$2,000**
- New Commercial Construction:**
Commercial Building Permit Fee .60 per cubic foot of volume with construction extensions if needed as follows. No extensions beyond 12 months
3 months **\$1,000** – 6 months **\$1,500** – 9 months **\$2,000** – 12 months **\$4,000**
- Residential Additions/Alterations \$2,500.00 or .30 per cubic foot (**or whichever is greater**)
- Commercial Additions/Alterations- \$3,500.00 or .60 per cubic foot (**or whichever is greater**)

Note: 50% residential or commercial alterations will be charged as a 100% volume certified permit fee.

- Certificate of Completion/Occupancy - \$250.00 fee (separate check)
- Cesspool/Drywell Application - \$300.00 per cesspool/septic/drywell
- Demolition Permit: Total Demo \$1,500.00 All Others \$500.00
- Elevator: \$1750.00 + \$250.00 Fee
- Fences: \$500.00 + \$250.00 Fee
- Gas Line, Conversion, Boiler \$500.00 + \$250.00
- Generator, Pool Heater, Barbeque \$750.00 + \$250.00
- Indoor Fire Sprinkler \$750.00 + \$250.00
- Irrigation Well: Application Fee + \$750.00 + \$250.00
- Patio, Decks, Sheds and Gazebos: Application Fee + \$750.00+\$250.00
- Retaining Wall, Piers, Gates, Driveway: Application Fee + \$750 + \$250.00
- Street Opening \$250.00
- Swimming Pools & Tennis Courts: Applications Fee +\$1000.00 + \$250.00
- Tank Abandonment or Replacement: \$500.00+\$250.00
- Underground Sprinkler System \$300.00
- New Water Service Applications - \$350.00 fee (New Homes)
- Water Tapping Connection (Fee determined by size) (New Homes)
- Infrastructure Improvement Fee: \$3,500.00 (New Home) (separate check)
- Infrastructure Improvement Fee: \$1,750.00 (Alterations) (separate check)
- Infrastructure Improvement Fee: \$1,200.00 (Other) (separate check)
- Nassau County Assessors Sheet
- Signed and sealed ¼ inch scale construction plans with zoning calculations, setbacks and volume in duplicate.
- Plot plans in duplicate
- Certificate of general liability & workman's compensation insurances, naming The Village of Old Westbury as an additional insured.
- Signed & completed SWPP form for one acre or more disturbance
- Copy of Nassau County Home Improvement License.
- Landscape Screening Plans in duplicate, for pools or tennis courts.
- Signed, original, engineer's schematic on all pools, in duplicate.
- Notarized affidavit from owner on landscape screening.
- Notarized affidavit from owner on pool fence.
- Water service & meter pit must be upgraded and meet the Village and County requirements before a permit will be issued.**

REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY:

1. Final survey (2 copies) stamped and sealed by a licensed land surveyor.
2. Electrical underwriters certification by village accepted agency
3. Architect's certified letter with signature and seal, stating that all phases of construction were constructed as per village approved plans. Project conforms to the N.Y. State Residential Code, International Building Code and the Village's allowable volume, zoning ordinance, structural design, strapping, hold downs, and Energy Code requirements.
4. Final inspection and approval of Building Department
5. Letter of certification of Drywells for Drainage from Engineer and/or Surveyor, stating number of installed drywells, dates and sizes of rings, dome and cover.
6. Approval of cesspool by Nassau Health Dept. (New Home)
7. Pressure test certification letter from installer.
8. Final approval from Water Department regarding upgrading of the meter pit.
9. Elevator Certification, (if an elevator is installed).
10. Completed landscaping. New homes must have a landscaping inspection done with the Building Inspector and Architectural Review Board Chairman. Landscaping must match what was originally approved.