

**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. Tel. # 516 – 626-0800

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

Superintendent of Buildings: Michael A. Malatino  
Assistant to the Superintendent: Gina Furci  
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 mos.  
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 mos.  
3 mos. **\$1000** 6 mos. **\$1500** 9 mos. **\$2,000** 12 mos. \$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.

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PERMIT # \_\_\_\_\_ ISSUED DATE \_\_\_\_\_ BOARD APPROVED \_\_\_\_\_

PERMIT FEE \_\_\_\_\_ RECEIPT # \_\_\_\_\_ DATE \_\_\_\_\_

## **VILLAGE OF OLD WESTBURY APPLICATION FOR NEW HOME BUILDING PERMIT**

This application is to be submitted with two complete sets of plans drawn to a uniform scale, including plumbing elevations, dept. of assessment form and permit fees.

- a) No application will be accepted unless the cubic volume has been determined as per the Village Engineer's attached certification letter.
- b) No permit application shall be processed unless the written resolution from the required Board has been received by the Village.
- c) Time limits. Building permits shall become invalid unless the authorized work is commenced within six months following the date of issuance. Building permits shall expire 12 months after the date of issuance. A building permit which has become invalid or which has expired pursuant to this subsection may be renewed upon application by the permit holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer.
- d) Extensions for issuance of the Certificate of Completion/Occupancy are set according to the expiration date and extension fees applicable.
- e) No building shall be occupied or used in whole or in part for any purpose until a Certificate of Occupancy shall have been issued by the Building Official, certifying that such building conforms substantially to the approved plans and specifications and the requirements of all ordinances applying to buildings of its class and kind.

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

Name \_\_\_\_\_ Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone # \_\_\_\_\_

If owner is a corporation, give name and title \_\_\_\_\_

Architect \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_

Electrician \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_

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

Phone # \_\_\_\_\_

General Liability Insurance and Workman's Compensation certificates attached

**Estimated Cost of Construction \$** \_\_\_\_\_

Board Approved \_\_\_\_\_ Date Approved \_\_\_\_\_

Resolution Attached \_\_\_\_\_ Volume Certification Letter Attached \_\_\_\_\_

Total Square Ft. \_\_\_\_\_  
 Size of Plot \_\_\_\_\_ ft. Front \_\_\_\_\_ ft. deep.  
 Are there any existing buildings or structures on this plot \_\_\_\_\_  
 Type of construction \_\_\_\_\_  
 Dimensions of main building \_\_\_\_\_ front \_\_\_\_\_ deep \_\_\_\_\_  
 Height \_\_\_\_\_ Stories \_\_\_\_\_ Total Cubic Feet \_\_\_\_\_  
 Usable floor area: 1<sup>st</sup> floor \_\_\_\_\_ 2<sup>nd</sup> floor \_\_\_\_\_  
 Does this application include an attached or detached garage? \_\_\_\_\_  
 Number of cars \_\_\_\_\_ Dimensions \_\_\_\_\_  
 Height \_\_\_\_\_ Distance from nearest dwelling on adjoining lot \_\_\_\_\_  
 Will garage floor level be higher or lower than established grade? \_\_\_\_\_  
 State which and give measurement \_\_\_\_\_  
 Size of cesspool or septic tank \_\_\_\_\_ Cesspool cover \_\_\_\_\_ ft below grade

**ZONING**

Zoning District \_\_\_\_\_ Prevailing setback in block \_\_\_\_\_ ft.  
 Total % of lot to be occupied \_\_\_\_\_ % At present occupied by existing bldgs \_\_\_\_\_ %

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

	Front yard	Side yard	Side yard	Rear yard
Main building	_____ ft	_____ ft	_____ ft	_____ ft.
Garage	_____ ft	_____ ft	_____ ft	_____ ft.

**DWELLING SPECIFICATIONS**

(with/without attached garage)

Footing: Material \_\_\_\_\_ mix \_\_\_\_\_ Size under column: width \_\_\_\_\_ depth \_\_\_\_\_  
 Size under walls: width \_\_\_\_\_ depth \_\_\_\_\_  
 Foundation Walls: Material \_\_\_\_\_ Mix \_\_\_\_\_ Thickness \_\_\_\_\_ Depth \_\_\_\_\_  
 Below grade  
 Kind of framing: Balloon or platform \_\_\_\_\_ Insulation: - material \_\_\_\_\_

The following shall be No. 2 grade or better:

Sills \_\_\_\_\_ x \_\_\_\_\_ Material \_\_\_\_\_  
 Corner Posts \_\_\_\_\_ x \_\_\_\_\_ Material \_\_\_\_\_  
 Wall Studs \_\_\_\_\_ x \_\_\_\_\_ Material \_\_\_\_\_  
 Partition Studs \_\_\_\_\_ x \_\_\_\_\_ Material \_\_\_\_\_

The following shall be No. 1 grade:

Joists: 1<sup>st</sup> fl. \_\_\_\_\_ x \_\_\_\_\_ Material \_\_\_\_\_ o.c. \_\_\_\_\_  
 Joists: 2<sup>nd</sup> fl. \_\_\_\_\_ x \_\_\_\_\_ Material \_\_\_\_\_ o.c. \_\_\_\_\_  
 Ceiling Joists: 2<sup>nd</sup> fl. \_\_\_\_\_ x \_\_\_\_\_ Material \_\_\_\_\_ o.c. \_\_\_\_\_  
 Rafters: \_\_\_\_\_ x \_\_\_\_\_ Material \_\_\_\_\_ o.c. \_\_\_\_\_

If floors are to be supported by columns and girders, give following:

Girders under 1<sup>st</sup> fl. Size \_\_\_\_\_ x \_\_\_\_\_ Span \_\_\_\_\_ Material \_\_\_\_\_ Grade \_\_\_\_\_  
 Columns under 1<sup>st</sup> fl. Size \_\_\_\_\_ x \_\_\_\_\_ Span \_\_\_\_\_ Material \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ This building will safely sustain per superficial floor upon 1<sup>st</sup> fl. \_\_\_\_\_ lbs. 2<sup>nd</sup> \_\_\_\_\_ lbs

Minimum height of ceilings: 1<sup>st</sup> fl. \_\_\_\_\_ ft. 2<sup>nd</sup> fl. \_\_\_\_\_ ft.

Exterior Wall Sheathing Material \_\_\_\_\_ Diagonally or horizontally \_\_\_\_\_  
 Corner braced \_\_\_\_\_

Siding material: 1<sup>st</sup> fl. \_\_\_\_\_ 2<sup>nd</sup> fl. \_\_\_\_\_

Roof Sheathing Material \_\_\_\_\_ Thickness \_\_\_\_\_

Roof Covering material \_\_\_\_\_

Heating Equipment: Type \_\_\_\_\_ Fuel \_\_\_\_\_ Number of Fireplaces \_\_\_\_\_

Furnace flue lined with \_\_\_\_\_ Size \_\_\_\_\_

Fireplace flue lined with \_\_\_\_\_ Size \_\_\_\_\_

Thickness of fireplace back \_\_\_\_\_ Width of trimmer arch and hearth \_\_\_\_\_

**Detached Garage**

Footing: Material \_\_\_\_\_ Mix \_\_\_\_\_ Size: \_\_\_\_\_

Floor: Material \_\_\_\_\_ Mix \_\_\_\_\_ Thickness \_\_\_\_\_

Corner Posts: Size \_\_\_\_ x \_\_\_\_ Material \_\_\_\_\_ Sills: Size \_\_\_\_ x \_\_\_\_  
Material \_\_\_\_\_

Plate: Size \_\_\_\_ x \_\_\_\_ Material \_\_\_\_\_ Ceiling beams \_\_\_\_ x \_\_\_\_  
Material \_\_\_\_\_

Wall Studs Size \_\_\_\_ x \_\_\_\_ Material \_\_\_\_\_ o.c. \_\_\_\_\_

Exterior Walls: Sheathing Material \_\_\_\_\_ Siding Material \_\_\_\_\_

Roof: Sheathing Material \_\_\_\_\_ Roof Covering Material \_\_\_\_\_

.....  
I will see to it that the proposed work is faithfully carried out as described in this application and as shown on the plans accompanying same, and not otherwise. Provisions of laws and ordinances applying to the premises and proposed work will be complied with whether stated in application and plans or not, and the buildings and structures affected by the application will not be used for any other purposes than stated.

**COUNTY OF NASSAU**  
**SS**  
**STATE OF NEW YORK**

\_\_\_\_\_ being dully sworn, deposes and says:  
**that he/she is the person who signed the foregoing application for a permit, that he/she is authorized by the principal to make said application; that the statements set forth therein are true; that the proposed work stated in said application is authorized by the owner in fee; that if any changes made during construction he/she will file amended plans before making such changes.**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Contact Phone**

\_\_\_\_\_  
**E-mail**

**Subscribed and sworn to before me this**  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
**Notary Public No.** \_\_\_\_\_

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

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

Issued Date \_\_\_\_\_ Application Fee \_\_\_\_\_

The undersigned, as owner, or agent for the owner, will request that final inspection be made and a Certificate of Occupancy be issued for the (new/altered) building at the following location.

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

Street \_\_\_\_\_

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

Issued Date \_\_\_\_\_

No Certificate of Occupancy will be issued unless application is accompanied by a survey, done by a Licensed Surveyor, locating the permitted structures on lot, a Final Electrical Underwriter's Certificate prepared by an electrical company approved by the Village of Old Westbury, an Architect's certification letter, and a Final Inspection done by the Village Superintendent of Buildings and Public Works.

Signed \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_



**MARK OUT CASE NUMBER** \_\_\_\_\_

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

Issued: \_\_\_\_\_

Permit Fee: 150.00

**Village of Old Westbury Street Opening Permit Application**

*Please be advised that prior to a street opening permit being issued the following is mandatory.*

- Mark outs must be done first followed by a walkthrough with the Water Superintendent, Building & Public Works Superintendent and a Trustee.
- All underground cables must be a minimum of 30” below grade.
- Street Opening Affidavit must be signed, notarized, and attached to this application.
- Enclose drawing/sketch showing location, direct drilling, gas main etc.
- During the construction, the road shall be maintained and restored to it’s original improved state within twenty (20) days. If not restored within twenty days the village will restore the road and additional fees will be charged to the resident.

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

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

\*\*\*\*\*

Location: County Tax Map Section \_\_\_\_\_ Block \_\_\_\_\_ Lot # \_\_\_\_\_

LOCATION:

\_\_\_\_\_ Side of \_\_\_\_\_ (street)

\_\_\_\_\_ Feet of \_\_\_\_\_ (street)

PURPOSE TO OPEN STREET: \_\_\_\_\_

LOCATION OF WATER MAIN \_\_\_\_\_ ft. off property

IS MAIN BEING TAPPED ON SAME SIDE OF ROAD \_\_\_\_\_ (ft.)

OPENING \_\_\_\_\_ length \_\_\_\_\_ width \_\_\_\_\_ depth

CURB CUT \_\_\_\_\_ length \_\_\_\_\_ width \_\_\_\_\_ depth

For a distance of \_\_\_\_\_ ft. starting at \_\_\_\_\_ ft. N-E-S-W of

\_\_\_\_\_ To \_\_\_\_\_ ft. N-E-S-W of \_\_\_\_\_

Name of nearest cross street

Name of nearest cross street

PAVEMENT TYPE: \_\_\_\_\_ width \_\_\_\_\_ ft. \_\_\_\_\_

SHOULDER TYPE: \_\_\_\_\_ width \_\_\_\_\_ ft. \_\_\_\_\_

CURB TYPE: \_\_\_\_\_ width \_\_\_\_\_ ft. \_\_\_\_\_

\*\*\*\*\*

Do not write in this space.

\*\*\*\*\*

\*\*\*\*\*

**PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE**

Pursuant to Section 12 of the Street Opening Ordinance, a Certificate of Insurance must be filed with this application insuring the Village against public liability and property damage with limits of \$250,000/\$500,000 personal injuries and \$25,000/\$50,000 property damage. A municipal corporation or public utility corporation may in lieu of an insurance police file with the Village its bond to hold the Village harmless from all damages to persons or property resulting from the issuance of a street opening permit.

\*\*\*\*\*

I will see to it that the proposed work is faithfully carried out as described in this application and as shown on the plans accompanying same, and not otherwise. Provisions of laws and ordinances applying to the premises and the proposed work will be complied with whether sated in application and plans or not, and the structures affected by the application will not be used for any other purposes than stated.

**COUNTY OF NASSAU  
STATE OF NEW YORK**

\_\_\_\_\_ being duly sworn deposes and says: that he/she is the person who signed the foregoing application for a permit; that he/she is authorized by the principal to make said application; that the statements set forth therein are true; that the proposed work stated in said application is authorized by the owner in fee; that if any changes are made during construction he/she will file amended plans before making such changes.

\_\_\_\_\_  
Owner or authorized agent

\_\_\_\_\_  
address  
\_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_

Notary Public No. \_\_\_\_\_

**Please submit this affidavit, signed and notarized, along with your application for a street opening permit.**

**OLD WESTBURY STREET OPENING AFFIDAVIT**

This is a certification that all services in connection with this job were contacted for the mark outs required prior to submittal of this street opening application. A walk through on the site will be arranged with the Building Superintendent and Water Superintendent to verify location. Also, all underground cables will be a minimum of 30" below grade.

During the construction, the road shall be maintained and restored to it's original improved state within twenty (20) days. If not restored within twenty days the village will restore the road and additional fees will be charged to the resident.

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

On Behalf of resident: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Signature of Officer: \_\_\_\_\_

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**APPLICATION FOR OLD WESTBURY WATER SERVICE**

*Permit Fee: \$350.00*

*THE WATER METER PIT SHALL BE ACCESSIBLE FOR EMERGENCY SERVICE, AND METER READING AT ALL TIMES. OBSTRUCTIONS BY BERMS, FENCES OR LANDSCAPING ELEMENTS OF ANY KIND ARE PROHIBITED WITHIN A FIVE-FOOT RADIUS OF THE PIT.*

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

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

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

Home Phone ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_

Plumbers Name \_\_\_\_\_

Plumbers Address: \_\_\_\_\_ City \_\_\_\_\_

Business Phone \_\_\_\_\_

License Number: \_\_\_\_\_

General Liability Ins. \_\_\_\_\_ attached

Workman's Comp. \_\_\_\_\_ attached

Backflow Device Application attached  Number of connections \_\_\_\_\_

Meter No. \_\_\_\_\_ Size: \_\_\_\_\_

Location of work: \_\_\_\_\_

Description of work: \_\_\_\_\_

*Fee schedule as per size (inches)*

1"	\$500.00
1-1/2"	\$800.00
2"	\$1,000.00
4"	\$1,500.00
6"	\$3,500.00
8"	\$4,500.00

- 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 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) Building Inspector will be given a minimum of 48-hour notice to make the required inspection and no work will continue until such inspection has been completed and approved.
- 4) Owner or his 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 applicant.**

State of New York)  
County of Nassau )

depose and say: that all work will be done in accordance with the approved application and accompanying plans, of which he/she is totally familiar.

Signature of applicant \_\_\_\_\_

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

Signature of Notary Public

\_\_\_\_\_



**BUILDING PERMIT  
RESIDENTIAL PROPERTY  
DEPARTMENT OF ASSESSMENT  
NASSAU COUNTY**

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: \_\_\_\_\_

NBHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION

Location of Building: N.E.S.W. SIDE OF (OR CORNER OF) \_\_\_\_\_ N.E.S.W. SIDE OF \_\_\_\_\_

ADDRESS OF PROPERTY \_\_\_\_\_

CITY, TOWN, VILLAGE \_\_\_\_\_ ZIP \_\_\_\_\_

ESTIMATED COST OF CONSTRUCTION: \_\_\_\_\_

WORK MUST BEGIN BY \_\_\_\_\_ PRINCIPLE TYPE OF CONSTRUCTION

PERMIT EXP DATE \_\_\_\_\_

LOT SIZE S.F. \_\_\_\_\_

# BLDGS ON LOT \_\_\_\_\_

**Check one**

OWNER OR  LESSEE

NAME OF BUSINESS \_\_\_\_\_

CONTACT PERSON/OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**IF YOU WISH TO GROUP OR APPORTION LOTS  
PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION**

DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)  
\*INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT

**PERMIT TYPE - CHECK ALL ITEMS THAT APPLY**

<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> FIRE DAMAGE
<input type="checkbox"/> ADDITION (CHANGE IN S.F.)	<input type="checkbox"/> GARAGE/ OUT BUILDING
<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> HVAC
<input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.)	<input type="checkbox"/> PLUMBING
<input type="checkbox"/> MAINTAIN (PRE-EXISTING)	<input type="checkbox"/> RELOCATION
<input type="checkbox"/> RECONSTRUCTION	<input type="checkbox"/> REPLACEMENT
<input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT	<input type="checkbox"/> SWIMMING POOL
<input type="checkbox"/> DORMERS	<input type="checkbox"/> TENNIS COURT
<input type="checkbox"/> OTHER _____	<input type="checkbox"/> CHANGE IN USE

**DOES RESIDENCE HAVE THE FOLLOWING**

CENTRAL AIR YES  NO

FINISHED ATTIC YES  NO

**BASEMENT FINISH**

1/4  1/2  3/4  FULL

**PROPOSED TOTAL PLUMBING FIXTURES**

FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR
BATHROOM SINK				
TOILET				
BATHTUB				
STALL SHOWER				
BIDET				
KITCHEN SINK				
WET BAR				

**NUMBER OF EXISTING AND PROPOSED BATHS**

NUMBER OF EXISTING FULL BATHS		NUMBER OF PROPOSED FULL BATHS	
NUMBER OF EXISTING HALF BATHS		NUMBER OF PROPOSED HALF BATHS	

HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES

NEW C/O NEEDED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
VARIANCE OBTAINED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
CONSTRUCTION/RENOVATION IN EXCESS OF 50%	YES <input type="checkbox"/>	NO <input type="checkbox"/>
SURVEY ENCLOSED	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE**

DATE OF GRANTING OF PERMIT \_\_\_\_\_

**SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING**

Signature of Applicant/Contact Person - Sign & Print \_\_\_\_\_

Address of Applicant/Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

**FIELD REPORT ON REVERSE**

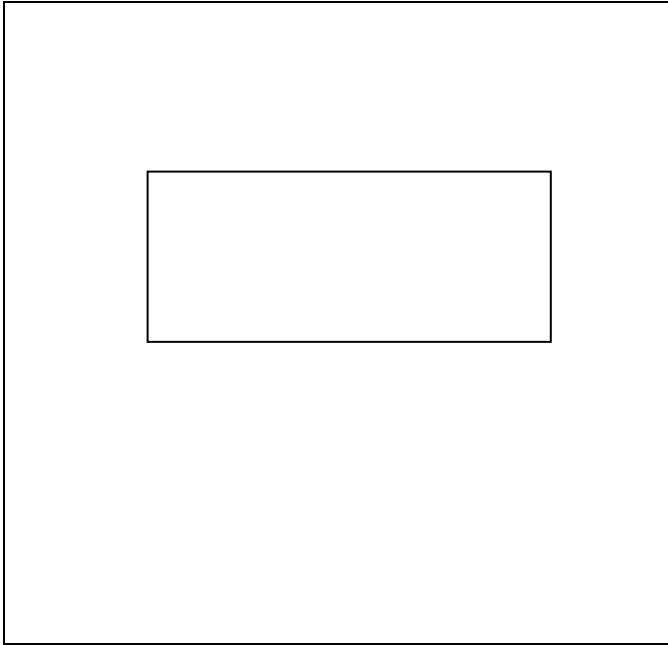
TOWN \_\_\_\_\_  
SCHOOL DISTRICT \_\_\_\_\_  
SECTION \_\_\_\_\_  
BLOCK \_\_\_\_\_  
LOT(S) \_\_\_\_\_  
CA # OR BLDG # \_\_\_\_\_  
UNIT # \_\_\_\_\_  
DATE \_\_\_\_\_

**All cesspool replacements require an updated survey.**

VILLAGE OF OLD WESTBURY  
APPLICATION FOR DRYWELL, PRIVATE SEWAGE DISPOSAL  
OR TRENCH DRAINAGE

Fee: \$300.00 per drywell/cesspool with accompanying plan

Building Permit # \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Name of Applicant \_\_\_\_\_ Address \_\_\_\_\_  
Name of Builder \_\_\_\_\_ Address \_\_\_\_\_  
Name of Sewer Co. \_\_\_\_\_ Address \_\_\_\_\_  
Location of Property \_\_\_\_\_  
No. of Bedrooms \_\_\_\_\_ No. of Baths \_\_\_\_\_ Size of Pipe \_\_\_\_\_  
No. of Cesspools \_\_\_\_\_ Diameter of Cesspools at Bottom \_\_\_\_\_  
Finished Grade to cover \_\_\_\_\_ Depth of Pipe \_\_\_\_\_  
No. of Cones or Blocks \_\_\_\_\_ Depth to bottom of finished grade \_\_\_\_\_  
Remarks \_\_\_\_\_  
Cost: \_\_\_\_\_



**Required:**

1. CERTIFICATION LETTER TO SUPERINTENDENT OF BUILDINGS, FROM P.E. OR SURVEYOR STATING COMPLIANCE WITH NASSAU COUNTY MANUAL OF ON SITE SEWAGE DISPOSAL/DRYWELL INSTALLATION.
2. ALL CESSPOOL/DRYWELL REPLACEMENTS REQUIRE AN UPDATED SURVEY SHOWING LOCATION & SIZE.
3. UPDATED CONTRACTOR'S CERTIFICATE OF LIABILITY INSURANCE & WORKMANS COMP.

Date of Approved \_\_\_\_\_

Approved By: