

PERMIT # \_\_\_\_\_ ISSUED DATE \_\_\_\_\_ Board Approved \_\_\_\_\_

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

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

- a. 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.
- b. No application will be accepted unless the cubic volume has been determined as per the Village Engineer's attached certification letter.
- c. No permit application shall be processed unless the written resolution from the required Board has been received by the Village.
- d. The approved permit requires construction to commence within one year of the issuance date and completion within two years. Renewal fees will be due after the two year expiration.
- 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 # \_\_\_\_\_

General Liability Insurance and Workman's Compensation certificates attached

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

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)

Footings: 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 \_\_\_\_\_ # of Fireplaces \_\_\_\_\_  
Furnace flue lined with \_\_\_\_\_ Size \_\_\_\_\_  
Fireplace flue lined with \_\_\_\_\_ Size \_\_\_\_\_  
Thickness of fireplace back \_\_\_\_\_ Width of trimmer arch and hearth \_\_\_\_\_

**Detached Garage**

Footings: 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  
\_\_\_\_\_

Subscribed and sworn to before me this

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

\_\_\_\_\_

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

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

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

Permit Fee: \_\_\_\_\_

**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 Application must be signed and notarized.
- Enclose drawing/sketch showing location, direct drilling, gas main etc.
- 

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.

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**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 \$500,000/\$250,000 personal injuries and \$50,000/\$25,000 property damage. A municipal corporation or public utility corporation may in lieu of an insurance policy 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.

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**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 its 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.**

**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 stated 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. \_\_\_\_\_

**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 owner, will request that final inspection be made and a Certificate of

Occupancy be issued for the (new/altered) building at the following location.

Sec. \_\_\_\_\_ 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 Underwriters Certificate prepared by an electrical company approved by the Village of Old Westbury, an Architect's certification letter and Final Inspection by the Village Building Inspector is done.

Signed \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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



**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)

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

| 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: **OLD WESTBURY** ZIP: **11568**

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

WORK MUST BEGIN BY \_\_\_\_\_

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

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

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

PRINCIPLE TYPE OF CONSTRUCTION:  
 STEEL  
 MASONRY  
 FRAME

Check one  
 OWNER OR  
 LESSEE

NAME OF BUSINESS \_\_\_\_\_  
 CONTACT PERSON/OWNER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP: **OLD WESTBURY, NY 11568**  
 PHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_

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

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

|  |   |   |
|--|---|---|
| <input type="checkbox"/> NEW BUILDING<br><input type="checkbox"/> ADDITION (CHANGE IN S.F.)<br><input type="checkbox"/> DEMOLITION<br><input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.)<br><input type="checkbox"/> MAINTAIN (PRE-EXISTING)<br><input type="checkbox"/> RECONSTRUCTION<br><input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT<br><input type="checkbox"/> DORMERS<br><input type="checkbox"/> OTHER _____ | <input type="checkbox"/> FIRE DAMAGE<br><input type="checkbox"/> GARAGE/ OUT BUILDING<br><input type="checkbox"/> HVAC<br><input type="checkbox"/> PLUMBING<br><input type="checkbox"/> RELOCATION<br><input type="checkbox"/> REPLACEMENT<br><input type="checkbox"/> SWIMMING POOL<br><input type="checkbox"/> TENNIS COURT<br><input type="checkbox"/> CHANGE IN USE | <b>DOES RESIDENCE HAVE THE FOLLOWING</b><br>CENTRAL AIR YES <input type="checkbox"/> NO <input type="checkbox"/><br>FINISHED ATTIC YES <input type="checkbox"/> NO <input type="checkbox"/><br><b>BASEMENT FINISH</b><br>1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> FULL <input type="checkbox"/> |
|--|---|---|

**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  NO   
 VARIANCE OBTAINED YES  NO   
 CONSTRUCTION/RENOVATION IN EXCESS OF 50% YES  NO   
 SURVEY ENCLOSED YES  NO

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

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

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

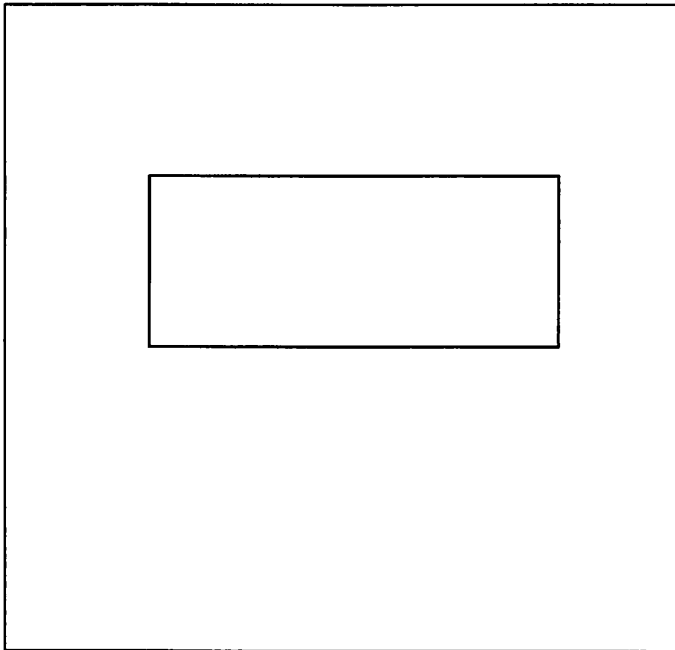
Address of Applicant/Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING

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

VILLAGE OF OLD WESTBURY  
APPLICATION FOR DRYWELL, PRIVATE SEWAGE DISPOSAL  
OR TRENCH DRAINAGE  
\$250.00.00 FEE

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 \_\_\_\_\_



**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:



**APPLICATION FOR OLD WESTBURY WATER SERVICE**

*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 ف

Workman's Comp. \_\_\_\_\_ attached ف

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

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

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

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

\_\_\_\_\_

*Fee schedule as per size (inches)*

|        |          |
|--------|----------|
| 1"     | \$250.00 |
| 1-1/2" | 400.00   |
| 2"     | 500.00   |
| 4"     | 1000.00  |
| 6"     | 2000.00  |
| 8"     | 3000.00  |

- 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 hours 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

\_\_\_\_\_