Village of Roslyn

BUILDING PERMIT - GENERAL INFORMATION

THIS INFORMATION IS FOR BUILDING PERMITS ONLY.
PLUMBING PERMITS MUST ALSO BE APPLIED FOR ALL PLUMBING WORK.

1. $100 Plan Review Fee MUST be paid at time application is filed.
2. ALL FEES ARE NON-REFUNDABLE.
3. All blanks on the Application are to be filled in. If an item is "not applicable" note as N/A. Leave no blanks.
4. All applications are subject to Building Department approval.
5. No license or permit will be issued if the applicant, business, or a principle of the corporation submitting the application has any outstanding unpaid violations due the Village.
6. The white permit card by the Building Inspector must be prominently displayed and readily available for review by any Village designated authority.
7. All Permits issued are valid for one (1) year from date of issue and must be renewed with Building Inspector approval if work is not completed to avoid a summons.
8. Building Permits are issued as soon as possible after submission of all required documents and Building Inspector approval. **DEPENDING ON SCHEDULING IT MAY TAKE TWO OR MORE WEEKS FOR APPROVAL.** You will be notified when your application is approved or denied. If approved, you may pick up your permit upon payment in full of the permit fee.
9. ALL NEW YORK STATE BUILDING AND FIRE CODES MUST BE MET.
10. A new property survey will be required on all jobs before a certificate of occupancy or completion will be issued. This is to ensure that all zoning requirements are met.

THE FOLLOWING INFORMATION IS REQUIRED TO BE SUBMITTED WITH THE APPLICATION. ANY MISSING INFORMATION WILL DELAY THE APPLICATION PROCESS.

1. Two sets of plans drawn by and certified by an architect or a professional engineer. If plans are not drawn by an architect or a professional engineer they must be drawn to scale and must comply with the minimum standards set forth in the New York State Building Uniform Fire Prevention and Building Code. Drawings not by an architect or a professional engineer are subject to rejection at the discretion of the Building Department.
2. Copy of the property survey (plot plan).
3. Copy of the deed to the property for new construction.
4. Copy of the current Nassau County Consumer Affairs License of any contractor named on the permit application.
5. If Electrical Work is being performed, the Electrician must be licensed in Nassau County.
6. If work is being performed by a Contractor, the contractor must provide insurance indemnifying the Village and must provide a Copy of his Workers Compensation Insurance, New York State Disability Insurance and proof of Liability Insurance, with the Village as additionally insured.
7. If work is being performed by the homeowner, a form that is provided by the Village must be completed stating the work is being performed by the homeowner.
8. For Demolition: Proof of Extermination Inspection by Exterminator or Nassau County Board of Health.

Upon receipt of the foregoing information your requests for these permits will be reviewed and submitted to the Board of Trustees for appropriate action.

Upon issuance of the permit it is the responsibility of the permit holder to request inspections. An appointment may be made by contacting the Village Building Department to schedule an inspection appointment. Please allow at least 72 hours' notice to schedule an inspection. The phone number is 516-621-1961.

Village of Roslyn
BUILDING PERMIT APPLICATION
**** See general information sheet for information and requirements. *****
PAGE ONE - - - COMPLETE BOTH SIDES OF THIS APPLICATION

DATE: _____ Permit #_____

PROPERTY INFORMATION:

BUISNESS SECTION: _____ BLOCK: _____ LOTS: _____ZONE: ----------
BUISNESS NAME AND ADDRESS: _____
OWNER'S LAST NAME: _____ FIRST NAME: _____
ADDRESS: _____
HOME PHONE: _____ BUSINESS PHONE: _____

APPLICANT (if different) LAST NAME: _____ FIRST NAME: _____
ADDRESS: _____
HOME PHONE: _____ BUSINESS PHONE: _____

DESCRIPTION OF WORK: _____
_____

CHECK ALL THAT APPLY: NEW DWELLING: _____ ALTERATION: _____
ADDITION: _____ RETAINING WALL: _____ FENCE: _____ ACCESSORY SHED: _____
ACCESSORY BLDG: _____

Is this a permit to legalize an existing structure? YES____ NO_____
ESTIMATED COST OF PROPOSED CONSTRUCTION: _____
SQUARE FEET OF LOT_____ %OF LOT AREA _____ SIZE PROPOSED BLDG _____
PRESENT USE OF BUILDING _____ PROPOSED USE: _____
SQ. FT OF WORK AREA: _____

ARCHITECT/ENGINEER:

NAME: _____LIC#: _____*
BUSINESS NAME: _____PHONE NUMBER:_____
ADDRESS:_____

CONTRACTOR:

NAME: _____LIC#: _____*
BUSINESS NAME: _____PHONE NUMBER: _____
ADDRESS: _____

ELECTRICIAN:

NAME: _____
BUSINESS NAME: _____PHONE NUMBER: _____
ADDRESS: _____

PLUMBER:

Separate Plumbing Application must be filed and a separate plumbing permit issued. All plumbers must be licensed with the Village of Roslyn.

Attach a copy of the current license showing proof of ability to work in the County of Nassau

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OFFICE USE ONLY

Violation File Checked: _____ Documentation Required Received: _____

Application Rec'd. By: _____

Fee Paid: ____ _____

Date Building Dept./Board Approved: _____

Permit #: _____Date Issued: _____Issued By: _____

VILLAGE OF ROSLYN
BUILDING DEPARTMENT
OWNER'S AUTHORIZATION

I (we) hereby certify that:

1) The information provided on this permit application is true and correct. I understand that the Village of Roslyn will approve or deny a permit based on the information provided.

2) I agree to permit the Building Inspector and any officer or employee of the Village of Roslyn to enter upon the premises in the discharge of their duties with this application.

3) Approved plans and a copy of approved permit will remain on the premises at all times until Certificate of Occupancy/Completion is issued. These plans will be made available to the Building Inspector.

4) 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.

5) Owner or his representative will be responsible to arrange for all required inspections.

State of New York]
County of Nassau]

Property Owner - Please Print

_____

Property Owner deposes and says that he/she resides at:

_____

in the State of_____, that he/she is the owner in fee of all certain lots, parcel of land shown on the attached survey Section_____Block_____Lot(s)_____situated, lying and being within the Village of Roslyn; that I/we have read and understand items 1 through 4 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 totally familiar and that he/she hereby names_____as his or her representative to file this application on his/her behalf.

Signature of Owner_____

Sworn to me this_____day of_____20____ Notary Stamp

Signature of Notary Public_____

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DO NOT WRITE BELOW - FOR OFFICE USE ONLY

APPLICATION FEE: _____ PERMIT #: _____ DATE RECEIVED: _____

ZONE: _____ CLERK INITIALS: _____ BZA # _____ SITE PLAN REVIEW: _____

LOCATION:_____

FOUNDATION SURVEY OK'D DATE: -_____ SPECIAL CONDITIONS CHECKED: _____

ELECTRICAL CERTIFICATE: _____ WORK COMMENCED ON: _____

FINAL INSPECTION DATE: _____ DATE SIGNED OFF: _____

INSPECTOR SIGN OFF: _____ PLUMBING PERMIT#: _____

ESTIMATED COST: $_____ SQUARE FOOTAGE X _____ = $_____

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INSURANCE REQUIREMENTS FOR CONSTRUCTION OPERATIONS

WORKERS COMPENSATION

Coverage	Statutory
Extensions	Voluntary compensation All states coverage employers Employer's liability - unlimited
Notice of Cancellation	30 Days
Evidence	Certificate of Insurance

COMPREHENSIVE LIABILITY

Coverage	Occurrence - 1988 ISO or equivalent	
Limits	General Aggregate	$2,000,000
	Products - comp/Ops Aggreg	$1,000,000
	Pers. & Advert. Injury	$1,000,000
	Each Occurrence	$1,000,000
	Fire Damage (Any One Fire)	$ 50,000
	Medical Exp. (Any One Pers.)	$ 5,000
Notice of Cancellation	30 Days	
Additional Insured	Inc. Village of Roslyn, all elected and appointed officials, employees and volunteers using ISO Form CG2010 (B) or equivalent.	
Evidence	Certificate of Insurance and copy of additional insured endorsement	

OWNERS PROTECTIVE

Coverage	Occurrence
Limits	Minimum Limit - $1,000,000 CSL
Premium Payment	Responsibility of Contractor
Policy Period	Start of project and until project is accepted as completed by owner
Notice of Cancellation	30 Days
Evidence	1) Certificate of Insurance 2) Copy of Binder 3) Copy of original policy to be delivered within 45 days of start of project