

Permit No: _____

VILLAGE OF GREAT NECK

C.O./C.C.
NO. _____

Dated _____

**61 BAKER HILL ROAD
GREAT NECK, NY 11023**

Dated _____

APPLICATION FOR BUILDING PERMIT

TO BE MADE OUT ON BOTH SIDES, IF APPLICABLE, and accompanied by a current survey and two sets of plans showing existing and proposed buildings drawn to scale with typewritten specifications.

The New York State Law requires that a Certificate of Workers= Compensation Insurance, General Liability Insurance and Certificate of Disability Insurance be filed with this application.

Application is hereby made to the Village of Great Neck for the approval of the details statement and plans herewith submitted for the construction, removal or demolition of the buildings, additions and or alterations herein described.

New Building _____ Addition _____ Alteration _____ Demolition _____ Fence _____
Accessory Structure _____ Patio/Deck _____ Central Air Cond. _____ Retaining Wall _____

ADDRESS _____

ZONING DISTRICT _____

SECTION _____ **BLOCK** _____ **LOT(S)** _____

DESCRIPTION OF WORK _____

Total Floor Area of Proposed Building or Addition _____

Total Present Building Area Existing _____

No. Square Feet of Additional Habitable Space _____

Identify Required Variance(s) _____

Name & Address of Owner _____

Telephone No. _____

Name & Address of Architect _____

Telephone No. _____

Name & Address of Contractor _____

Telephone No. _____

Contractors Nassau County Home Improvement License No. _____

STATE OF NEW YORK)

) ss:

COUNTY OF NASSAU)

_____, being duly sworn says he/she is
_____ of the property above described.

(owner/agent)

That all statements made in this application are true to the best of his/her knowledge and belief.

Sworn to before me this _____ day of _____, 20____.

NOTARY

APPLICANT

DO NOT WRITE BELOW THIS LINE

FOR DEPARTMENT APPROVAL

PERMIT NO: _____ **DATED** _____ **CONST.COST** _____ **FEE** _____

SUPERINTENDENT/INSPECTOR

This application is subject to all terms and conditions of:

FOR DEPARTMENT DENIAL:

OWNERS AUTHORIZATION

JOB LOCATION (ADDRESS) _____

SECTION _____ **BLOCK** _____ **LOT(S)** _____

I, _____, owner of the above described premises, situated within the Incorporated Village of Great Neck, New York:

HEREBY, authorize _____ having a place of business at _____ to obtain a building and related permits in connection with the construction of: _____ at the above to premises.

I, THE UNDERSIGNED AM AUTHORIZED TO EXECUTE THIS AFFIDAVIT AS FOLLOWS:

As owner of premises herein described: _____

As Principal of Corporation, Firm or Company Partnership _____

Title: _____

Dated: _____ Signature _____

Owner Phone: _____ Mailing Address _____

THE FOLLOWING CONDITIONS & REQUIREMENTS MUST BE MET DURING CONSTRUCTION:

1. Work must start within three (3) months and be completed within two (2) years from date of approval or the permit will be canceled.
2. New York State Energy Conservation Construction Code with certification by a Professional Engineer or Registered Architect.
3. Construction in conformity with the New York State Uniform Fire Prevention and Building Code.
4. Work hours for alterations/construction between the hours of 8:00 A.M. and 7:00 P.M. on weekdays and between 9:00 A.M. and 7:00 P.M. on Saturdays and Holidays.
5. Fire Warning System required, pursuant to Village Code; Section 116-41.1 and Part 1060 of the New York State Code.
6. This permit does not authorize the installation of plumbing. Separate applications must be made by a plumber licensed to do work in the Village of Great Neck.
7. Separate permits are required for the following: Plumbing, Sewer Connection, Construction Dumpsters, Signs, Street Openings, Curb Cuts, Sidewalk Openings, Grease Traps and Tree Removals.
8. **THE BUILDING INSPECTOR SHALL BE REQUESTED TO MAKE THE FOLLOWING BEFORE WORK CONTINUES: GROUND CONDITION BEFORE FOOTINGS ARE POURED AND DRYWELLS INSTALLED. FRAMING, INSULATION, PLUMBING ROUGHING AND FINAL INSPECTION. INSPECTOR SHALL BE GIVEN 24 HOUR NOTICE PRIOR TO INSPECTION.**
9. **DO NOT PROCEED WITH FRAMING UNTIL BUILDING DEPARTMENT HAS APPROVED FOUNDATION SURVEY.**
10. **CONSTRUCTION SITE IS TO BE MAINTAINED LITTER FREE AND FREE OF PHYSICAL HAZARDS.**
11. **ALL WORK MUST BE DONE IN ACCORDANCE WITH THE APPROVED PLANS. CHANGES MUST BE FILED AS AN AMENDED DOCUMENT AND APPROVED BY THE BUILDING DEPARTMENT BEFORE THE CHANGES ARE IMPLEMENTED.**
12. **ROUGHING INSPECTION CERTIFICATION BY THE NEW YORK BOARD OF FIRE UNDERWRITERS OR ELECTRICAL INSPECTORS, INC. IS REQUIRED PRIOR TO THE INSTALLATION OF GYPSUM BOARD.**

BEFORE A CERTIFICATE OF OCCUPANCY OR COMPLETION CAN BE ISSUED, THE FOLLOWING IS REQUIRED:

1. CERTIFICATION FROM NEW YORK BOARD OF FIRE UNDERWRITERS OR ELECTRICAL INSPECTORS , INC.
2. FINAL SURVEY SHOWING ALL IMPROVEMENTS INCLUDING DRYWELLS, A/C COMPRESSORS, ETC.
3. CERTIFICATION FROM LICENSED PROFESSIONAL .

PERMIT CARD MUST BE PROMINENTLY DISPLAYED AT ALL TIMES VISIBLE FROM THE STREET

PLEASE COMPLETE THE FOLLOWING AND RETURN TO:

**BUILDING DEPARTMENT
VILLAGE OF GREAT NECK
61 BAKER HILL ROAD
GREAT NECK, NY 11023**

The following drawings and specifications have been prepared by or under the direction of the undersigned and to the best of the undersigned's knowledge, information and belief, meet the requirements of the New York State Energy Conservation Construction Code.

PLANS DATED: _____

PREPARED BY: _____

JOB ADDRESS: _____

SECTION _____ BLOCK _____ LOTS(S) _____

DATED: _____

REGISTERED ARCHITECT/

PROFESSIONAL ENGINEER

NYS LICENSE NO. _____

AFFIX SEAL _____

RE: Building Permit No. _____

Approval Date _____

SAMPLE LETTER TO BE PLACED ON THE LETTERHEAD OF THE PROFESSIONAL ENGINEER/ARCHITECT OF RECORD

DATE

Incorporated Village of Great Neck
61 Baker Hill Road
Great Neck, NY 11023

Attention: Building Department

RE: Proposed Structure for:
Name and Address of Resident

I, _____, registered architect or professional engineer,
New York License No. _____, expiration date _____, hereby certify that the
drawings and specifications (for the subject structure) were prepared by me or by my employees under my direct
supervision in accordance with the provisions set forth in Article 147, Section 7307 of the New York State
Education Law, and I accept all professional responsibilities in accordance with the applicable New York State
Laws.

Sincerely,

SIGNATURE OF PROFESSIONAL SEAL

Sworn to me this ___ day of _____, 20__.

NOTARY/