

**REQUIREMENTS FOR SUBMITTING BUILDING APPLICATIONS FOR
COMMERCIAL BUILDINGS IN THE VILLAGE OF GREAT NECK**

1. Two copies of plans stamped and signed by an Architect or Professional Engineer registered in New York State. Plans must show the following data:
 - a. All zoning calculations, provisions, including height of the structure (measured from average curb elevation), population density, building area (including floor area ratio), lot width requirements, side yard requirement, rear yard requirement (as provided for in Local Law #5 adopted in the year of 1990).
 - b. Site Plan depicting all existing structures, trees and proposed additions, and elevation of adjacent curb height and basement.
 - c. Energy calculations in accordance with New York State Energy Conservation Construction Code, as amended and effective April 1, 1987.
2.
 - a. In addition to the Village of Great Neck Zoning Ordinance, all commercial building applications shall include on the drawings the following information in accordance with "State Uniform Fire Prevention and Building Code" (indicate the specific section of the Code). Provide construction details appropriate to the scope of work.
 - b. Use Group
 - c. Construction Type
 - d. Height and Area Limits
 - e. Occupancy
 - f. Exits
 - g. Fire Resistance Ratings - Indicate the minimum fire resistance rating for all floors, walls, columns and beams as required by the Code. Show a tested design number that verifies your intended rating. Use documents as the Underwriters Laboratories Fire Resistance Directory to locate the necessary fire resistance design number. A note on the plans indicating "2-Hour Firewall" is not sufficient.
 - h. Opening Protection
 - i. Structural Loads
 - j. Fire Protection Systems
3. A recent survey map of the property prepared by a licensed Surveying Engineer.
4. Worker's compensation, liability and disability insurance certificate **NAMING VILLAGE OF GREAT NECK AS CERTIFICATE HOLDER AND ADDITIONALLY INSURED.**
5. Resolution of Board of Appeals and/or Planning Board Subdivision approval, if applicable.
6. Completely filled out building permit application form, with all required notarized signatures, and a non-refundable filing fee of \$150.
7. Grease and/or hair interceptors are to be indicated, as applicable, on plans.
8. Copy of contract between owner/tenant and contractor.