

## REQUIREMENTS FOR SUBMITTING BUILDING APPLICATIONS FOR RESIDENTIAL BUILDINGS

- A. Two copies of plans stamped and signed by an Architect or Professional Engineer registered in New York State. Plans must show the following data:
1. Compliance with the new IBC Energy Code adopted by N.Y.S. July 3, 2002, must be provided. Computer printout of new energy code must be submitted with application. (www.energycodes.gov/ ) (MEC-for 1 & 2 family homes; COM-commercial)
  2. Site Plan depicting all existing structures, trees and proposed additions, and elevation of adjacent curb height. Site plan to show location with dimension of adjacent property structures, when applicable, regarding new free-standing garages.
  3. All zoning calculations to be included on drawings. **ALSO SEE ATTACHED SQUARE FOOT DIAGRAM.** Use as a guide. Show all information on cover sheet with survey.
- B. A recent survey map dated within one (1) year of the property prepared by a licensed Surveying Engineer and copy of adjacent property surveys when used for average front yard setbacks.
- C. Copy of contractor=s Nassau County home improvement license.
- D. Worker=s compensation, liability and disability insurance certificate NAMING VILLAGE OF GREAT NECK AS CERTIFICATE HOLDER AND ADDITIONALLY INSURED.
- E. Resolution of Board of Appeals and/or Planning Board Subdivision approval, if applicable.
- F. Completely filled out building permit application form, with all required notarized signatures, and a non-refundable filing fee of \$50.
- G. In addition to basic plans, elevations and building sections:
1. Indicate use and construction type and details per State Uniform Fire Prevention and Building Code until January 3, 2003 (or new IBC Codes). Subsequent to January 3, 2003 only IBC Codes will be applicable.
  2. Provide drainage calculations for drywells, per Village drainage requirements for 8" and 5" rainfall. (8" in rear yard, 5" in front yard).
  3. Indicate finished floor elevations on plans.
  4. Indicate both existing and finish grades at property line and around building.
  5. Provide 3/4" wall section.
  6. Indicate emergency window egress designation.
  7. Indicate smoke, heat and carbon monoxide detectors on electrical drawings.
  8. Show all utility connections from house to street.
  9. Provide attic and crawl space ventilation calculations.
  10. Show all foundation depths on building elevations.
  11. Indicate all adjacent structures on contiguous properties.
  12. Provide gas riser diagram for new gas installation, if applicable.
  13. Provide plumbing riser diagram.
  14. Survey to indicate existing grades.
  15. Electrical plans indicating power and lighting.
- H. Architect/Engineer Certification-Required for Certificate of Occupancy. A Certificate of Completion as required by Village of Great Neck.