



Inc. Village of Hewlett Bay Park

30 PIERMONT AVE · HEWLETT · NY · 11557
TEL · (516) 295-1400 · FAX · (516) 295-1406

Permit Application Requirements

**All applications and plans must be submitted by PDF as well to
Buildingdepartment@hewlettbayparkny.gov**

- ❖ Completed permit application form
 - ❖ Application Fee: \$200.00 (non-refundable)
 - ❖ Two (2) sets of signed and sealed plans by a NYS licensed Architect or Engineer – Plans must include:
 - All plans are to be fully architectural & structural drawings to a scale of at least ¼ inch to a foot
 - Plot plan
 - Indicate all setbacks from existing, proposed, and accessory structures including mechanical units.
 - Zoning chart: stating requirements, existing and proposed calculations.
 - Drainage calculations (5 inch Rainfall), locations of dry wells/drainage structures.
 - Water table and base flood elevation.
 - Elevation drawings including heights and height/setback ratios as well as a cross section.
 - Construction detail of paving and type of material.
 - Soil Boring Test **must** be supplied with plans.
 - ❖ Copy of the most up to date survey
 - ❖ If the property is located in a flood zone an Elevation Certificate is required
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Additional Information

- ❖ All contractors must submit a copy of their Nassau County Consumer's Affairs license and General liability insurance with the village of Hewlett Bay Park as the certificate holder as well as additionally insured and Worker's compensation.
- ❖ Separate applications are required for any plumbing, gas work, A/C, Generator, fences, demolition, paving and pools.
- ❖ Applications will be reviewed upon the submission of all required items, insufficient applications will not be accepted.

CERTIFICATE OF OCCUPANCY. It shall be unlawful to use or permit the use of any building or premises or part thereof, hereafter created, erected or enlarged or of any building or premises or part thereof, hereafter changed or converted to a different use until a certificate of occupancy shall have been issued to the owner by the Inspector of Buildings.

NO WORK SHALL BEGIN UNTIL A PERMIT HAS BEEN ISSUED



Incorporated Village of Hewlett Bay Park

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Office Use Only

Permit #: _____

Date Issued: _____

App Fee: \$ 200.00

App #: _____

Permit Fee: _____

Certificate Fee: \$ 200.00

Date: _____

Permit Application

Owner: _____

Property Address: _____ SBL: _____

Email: _____ Tel #: _____

Mailing Address (if different from property): _____

Residential Zone: _____ Lot Size: _____

☐ New Building ☐ Alterations ☐ Addition(s) Other _____
☐ Interior Demo ☐ Paving/Surface change

Estimated Cost of Construction: \$ _____

Description of work being performed: _____

- Submit 2 Sets of Plans with most updated surveys
 - Signed & Sealed by a NYS licensed Architect or Engineer
 - All plans are to be fully architectural & structural drawings to a scale of at least ¼ inch to a foot
 - Plot plan must indicate all setback from new and existing construction to all property lines
 - Zoning calculations must be on the first page of the plans
 - Elevation drawings must show proposed and code required heights and height/setback ratios

Architect / Engineer's name: _____

Address: _____

Email: _____ Tel #: _____

*****ALL CONTRACTORS MUST SUBMIT A COPY OF THEIR NASSAU COUNTY CONSUMER'S AFFAIR LICENSE & LIABILITY INSURANCE WITH THE VILLAGE OF HEWLETT BAY PARK AS THE CERTIFICATE HOLDER AS WELL AS ADDITIONALLY INSURED.*****

Contractor name: _____

Address: _____

Email: _____ Tel #: _____

Nassau County Consumer Affairs License #: _____ Expiration Date: _____

It shall be unlawful to use or permit the use of any building or premises or part thereof, hereafter created, erected or enlarged or of any building or premises or part thereof, hereafter changed or converted to a different use until a certificate of occupancy shall have been issued to the owner by the Inspector of Buildings.

Affidavit of Owner / Applicant

State of NY
County of Nassau SS:

I _____ being duly sworn, deposes and says; that all work being done on the premises in accordance with the statement in writing, and the plans of such proposed work is duly authorized by

Signature

Sworn To before me this

_____ day of _____, 20____

Approval

Notary Public


Permission as required by the Building Code of Hewlett Bay Park to perform the work as described in the within statement and the attached plans and specifications, which are part hereof, is granted.

Examined & recommended for approval on

_____, 20____

Building Inspector

Notary Stamp

<div></div> <div>BUILDING PERMIT RESIDENTIAL PROPERTY DEPARTMENT OF ASSESSMENT NASSAU COUNTY 240 Old Country Road, Mineola, NY 11501 TOWN - CITY - VILLAGE OF: _____</div>					NBHD# (ASSESSOR USE ONLY)	
					DATE REC'D (ASSESSOR USE ONLY)	
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			Check one	NAME OF BUSINESS		
CITY, TOWN, VILLAGE			ZIP	CONTACT PERSON/OWNER		
ESTIMATED COST OF CONSTRUCTION:			<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	ADDRESS		
				CITY, STATE, ZIP		
WORK MUST BEGIN BY		PRINCIPLE TYPE OF CONSTRUCTION		PHONE		
PERMIT EXP DATE		<input type="checkbox"/> STEEL		EMAIL		
LOT SIZE S.F.		<input type="checkbox"/> MASONRY		IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION		
# BLDGS ON LOT		<input type="checkbox"/> FRAME				
DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)						
*INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT						
PERMIT TYPE - CHECK ALL ITEMS THAT APPLY				DOES RESIDENCE HAVE THE FOLLOWING		
<div><div><input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION (CHANGE IN S.F.) <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.) <input type="checkbox"/> MAINTAIN (PRE-EXISTING) <input type="checkbox"/> RECONSTRUCTION <input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT <input type="checkbox"/> DORMERS <input type="checkbox"/> OTHER _____</div><div><input type="checkbox"/> FIRE DAMAGE <input type="checkbox"/> GARAGE/ OUT BUILDING <input type="checkbox"/> HVAC <input type="checkbox"/> PLUMBING <input type="checkbox"/> RELOCATION <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> TENNIS COURT <input type="checkbox"/> CHANGE IN USE</div></div>				CENTRAL AIF YES <input type="checkbox"/> NO <input type="checkbox"/>		
				FINISHED ATTIC YES <input type="checkbox"/> NO <input type="checkbox"/>		
				BASEMENT FINISH		
				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 <input type="checkbox"/>	NO <input type="checkbox"/>			
VARIANCE OBTAINED		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
CONSTRUCTION/RENOVATION IN EXCESS OF 50%		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
SURVEY ENCLOSED		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE						
DATE OF GRANTING OF PERMIT _____						
SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING			Signature of Applicant/Contact Person - Sign & Print			
			Address of Applicant/Contact Person _____ Telephone _____			
FIELD REPORT ON REVERSE						



Incorporated Village of Hewlett Bay Park
BUILDING DEPARTMENT

Affidavit of Single-Family Dwelling

_____, being duly sworn, deposes and says:
(Print Name)

1. Your deponent resides at _____.
2. Your deponent is the owner of a single-family dwelling located at

_____,
further identified as Section _____ Block _____ Lot(s) _____
under the Nassau Land Tax Map.

3. Your deponent is filing a Building Permit Application.
4. Your deponent makes this affidavit to assure the Building Inspector of the Incorporated Village of Hewlett Bay Park and his employees, that he or she is maintaining a one family dwelling which is used as a one housekeeping unit, and that only one family occupies said dwelling.
5. Your deponent is aware of the fact that if there is any information received by the Village of Hewlett Bay Park Building Department, which contradicts the statements herein contained, and which is confirmed thereafter through admissible evidence, he or she shall be subject not only to an immediate cause of action for whatever violations may be involved under the provisions of the Building Zone Ordinance of the Incorporated Village of Hewlett Bay Park, but also prosecution for perjury.

Sworn to before me this

_____ day of _____,

X _____
Owner's Signature/Date

Notary Public



Inc Village of Hewlett Bay Park

OWNERS ACKNOWLEDGEMENT AFFIDAVIT

I, _____ being duly sworn, depose and say that I am the owner of _____, and that I have authorized the work to be performed at my property by _____ (Contractor).

I have read and understand the responsibilities stated below as the homeowner and person responsible while work is being performed on my property. I have familiarized myself with the conditions set forth for the issuance of the building permit as well as the Code of the Village of Hewlett Bay Park including but not limited to:

1. The Building Permit is valid for one (1) year from the date of issuance stated on the permit. If for any reason the work is not completed before the expiration date, you must obtain a six (6) month extension by submitting a request along with the fee that is due prior to the expiration date to be heard before the Board of Trustees for approval.
2. In order to obtain a Certificate of Occupancy or Completion the required documents must be submitted. (Electrical Certificate, Final Survey, any related documents required by the Building Inspector) and ALL inspections must be completed. The **homeowner** is responsible for all open permits.
3. Hours work can be done:
 - a. Monday through Friday – 8:00am to 6:00pm
 - b. Saturday- 9:00am to 5:00pm No loud construction equipment shall be used.
 - c. Sundays and Legal holidays – NO WORK
4. The property must be kept clean and in safe condition at all times during construction.
5. Any and all changes to the approved plans must be submitted to the Building Department and approved by the Inspector.
6. Make sure your contractor has their vehicles parked legally along the street if they cannot park in your driveway.

I make this affidavit with the full knowledge that the Building Department relies upon the truth of the statements herein contained and in relying thereon will issue a permit called for in the application.

(Property Owner's Signature)

Sworn to before me this

_____ day of _____, 20____

(Notary's Signature)

Notary Stamp:



Date: _____

Inc Village of Hewlett Bay Park

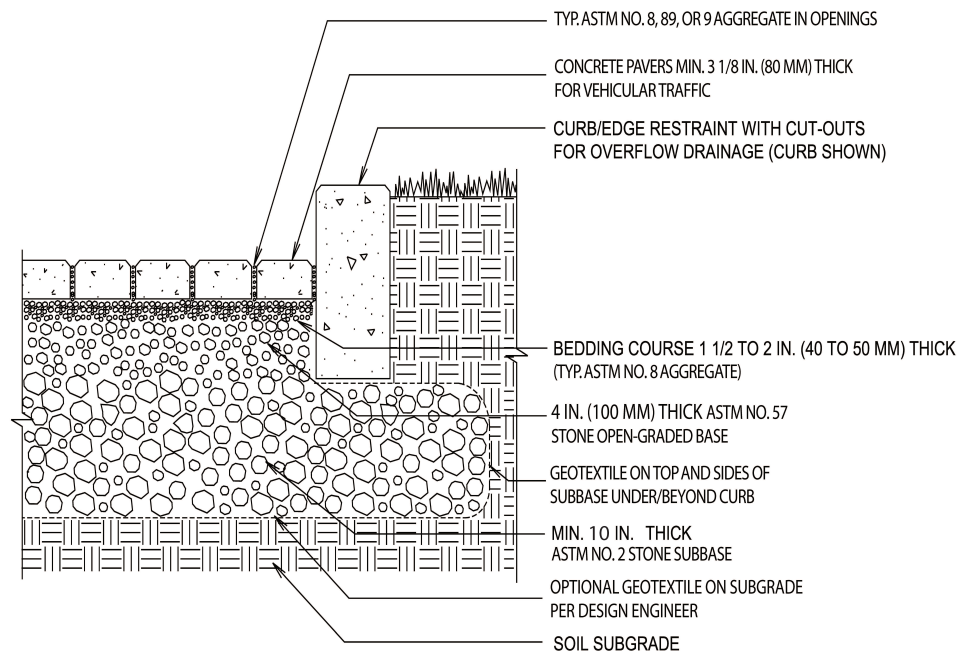
PERMEABLE PAVER OWNER & CONTRACTOR CONSENT

Property: _____

Section: _____ Block: _____ Lot(s): _____

- Gap/Openings must be a minimum of 3/8 inch
- 13% of Surface shall be pervious
- Pavers must be **Interlocking** & approved by the Village

***NOTE: STEPPINGSTONES AND SLABS WILL NOT BE CONSIDERED AS PERMEABLE.**



Required Inspections by the Building Department:

1. Excavation and permeability substrate soil condition.
2. Installation of gravel base to required depth & size.
3. Final installation of pavers.

We, the undersigned understand and agree to the requirements of the installation of permeable interlocking paver system and will contact the Building Department for the required inspections. We understand that if the pavers are not the approved type and/or are not installed properly, both paver and substrate will have to be removed and the correct paver and installation will be required.

Owner: _____
(PRINT NAME)

Contractor: _____
(PRINT NAME)

Signature: _____

Signature: _____