

DIRECTIONS FOR FILING OUT BUILDING PERMITS

Papers needed to file are:
Photocopy of current Nassau County contractor's license,
Workers' Compensation, General Liability & Disability insurances,
Building Permit Application (white, yellow & pink)
Nassau County Assessors Sheet

Application fee is based on
cost of construction:

(POSTED IN BUILDING DEPT.)

- 2 copies of the current property survey
- 3 copies of plans and drawings
- Environmental Review Form (white)
- Water letter (if applicable; i.e., pools, new plumbing)
- 1 copy of Electrical Dept. letter **
- 2 copies of N.Y.S. Energy calculations

**DOUBLE FEE WILL BE ASSESSED
IF WORK HAS STARTED**

NOTE: All additions, alterations and new construction must meet Village Ordinance requirements.

* Applications will be accepted from 8:30 A.M. to 4:00 P.M., Daily. They must be submitted in person. No mail applications will be accepted. No work may commence until contractor's information or homeowner's insurance is provided.

The Building Permit Application fee must be submitted at time of filing.

Plan requirements vary, but generally all construction work requires black or blue on white SCALE drawings, including floor plans, framing details and elevations. Further details may be required depending on job complexity.

- If drawings submitted were done on a computer, an electronic copy (disk or CD) must be submitted also.

1. **PRINT OR TYPE** all information required.
 2. **COMPLETE ALL** areas required for the work you will be performing.
 3. **ALL** Sections I through IV are required for all applications.

SECTION I

Zoning District will be filled in by this office. Section, Block & Lot may be obtained from a Deed or Tax Bill, but must be verified and stamped by the Village Assessor's Office. Lot size is obtained from the property survey and lot area is computed from that.

SECTION II

Parts A & B: Check off the box/boxes that apply to your new and/or existing buildings.
Part C: List the total cost. Total includes: a & d, which must be listed separately,
where applicable.

Part D: Include in this section the overall sizes of the structure, i.e., one-story, 9' x 12 1/2" extension for den.

SECTION III

1. If the work to be done is contracted by a lessee (tenant), written permission must be submitted from the property owner.
2. The contractor's name and full address must be supplied.
3. All work that is deemed structural will require to be designed, drawn and stamped by a New York State licensed architect or engineer.

SECTION IV

Complete affidavit portion and have the signature notarized. Copy of workmen's compensation sheet naming Village of Freeport as a named insured. Also a copy of license from Nassau County Dept. of Consumers Affairs. No work may commence until copies of contractor's information or homeowner's insurance is provided.

SECTION V

This information is required to insure flood protection and show that the minimum area requirements are met.

1. Elevations are listed on the property survey.
2. The contractor's name and full address must be supplied.
3. Percentage of lot coverage is computed from building area and lot square footage.

* A drawing is required showing the present buildings, accessory structures, etc., and the location of new work in relation to same. You may copy your property survey and locate new work on that. Provide two (2) additional copies if you choose this method.

** For new projects only - not required for small extensions.

POOLS - Submit:

- a) Complete Building Permit Application.
- b) Two (2) copies of property survey, locate on survey where fence & pool is going/or is.
- c) Water availability letter.

FENCES -

- a) Complete Building Permit Application.
- b) Two (2) copies of property survey, locate on survey where fence is going/
or is.
- c) List height of fence, type of fence, how many feet of fence is being installed,
and if it is a new fence or a replacement.

ALL APPLICATIONS MAY BE SUBJECT TO SITE PLAN REVIEW AND/OR ZONING BOARD APPROVAL. IF SUBJECT TO ANY OF THE ABOVE, IT MAY EXTEND THE TIME FRAME THAT THE BUILDING DEPARTMENT CAN ISSUE YOU YOUR PERMIT.

FOR ANY ADDITIONAL INFORMATION, CONTACT THE BUILDING DEPARTMENT @ 377-2241.

