

Building Permit
Application must be
printed on 8.5 x 14
paper.

2 copies must be
submitted.

\$75 Application Fee

Dear Architects/Designers:

It will be required that all Village of Lynbrook building permit application drawings, at a minimum, will have the following as part of their specifications.

RESIDENTIAL STRUCTURES:

1. Design must comply with current N.Y.S. Residential Construction Code.

ZONING:

Incorporated Village of Lynbrook new Zoning Law, Chapter 252, Section 252-4 Non-Conforming: An enlargement or extension of a non-conforming building or use is prohibited.

Again, applications for building permits will not be accepted and/or processed if all of the information is not complete and part of the specification.

ATTENTION SOLAR PANEL COMPANIES

(Note: Must comply with all applicable code requirements)

You must include two (2) renderings that depict proposed solar panels on the building or structure. We ask that solar companies provide clear, color renderings of the panels superimposed on the roof along with street view renderings (front/side, etc.) with solar panels superimposed on the roof at street. In addition, the renderings have to be emailed to: jwiater@lynbrookvillage.com by Tuesday, 10:00 a.m.; one (1) week prior to the scheduled ARB meeting. In the subject line put the address of the property. Please note that the homeowner must attend the Architectural Review Board meetings as well.

****You will not be on the agenda until conditions are met.****

Building Department
Incorporated Village Of Lynbrook
One Columbus Drive
Lynbrook, NY 11563
(516) 599-8828

The following information **MUST** be submitted before the Building Permit Application can be accepted by the Building Department.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- Building Permit Application completed in full **WITH** notarized signature of Homeowner, and contact information
- **\$75** Nonrefundable Application Fee
- Plumbing Permit Application **WITH** Homeowner signature and contact information. **Plumber must be licensed with the Village of Lynbrook.**
- Mechanical Permit Application **WITH** Homeowner signature and contact information.
- **TWO** copies of Property Survey
- **TWO** sets of Architectural Drawings with Architect's Stamp and all zoning setbacks noted on front page
- **THIRD PARTY INSPECTION APPLICATION** from the Electrician
- Copies of **Updated** insurances for Plumber/Electrician/Contractor (Faxed copies of insurance paperwork will not be accepted unless the address of the job is clearly noted)
 - Worker's Compensation
 - General Liability Certificate
 - **Declaration page** of General Liability Policy
- Copy of Contractor's Nassau County Consumer Affairs License

Applicant's Name: _____

Date: _____

Address of Job: _____

For Office Use Only

Taken In By: _____

Notes: _____

VILLAGE OF LYNBROOK – BUILDING DEPT.

**INSTRUCTIONS FOR FILING A BUILDING PERMIT
FOR ALTERATIONS & STRUCTURES OF MINOR CHARACTER**

Please be advised it is the policy of this department to abandon and destroy, without notification, any application that has been left dormant by the owner or agent thereof for **90 days**. All fees paid in relation to such an application will be non-refundable and non-transferable.

The following items **MUST** be submitted:

1. Building Permit Application completed in duplicate.
2. Nassau County Assessment Sheet completed.
3. **Two (2) copies** of a survey by a licensed land surveyor, showing the plot and all existing structures.
4. **Two (2) Photostats** of Plot Plans (see instructions).
5. Plumbing/Mechanical application or affidavit if no plumbing or electrical work is being done.
6. Any and all plumbing work is to be done by a plumber or is licensed and registered with the Village of Lynbrook.
7. Any and all electrical work is to be done by an electrician who is licensed and registered with the Village of Lynbrook.
8. Copy of electricians filing with electrical board.
9. **Two (2) sets** of CONSTRUCTION DRAWINGS. (see instructions).
10. Contractor's name, address and phone number.
11. Certificate of Worker's Compensation Insurance for the plumber and electrician naming the Inc. Village of Lynbrook as certificate holder. Insurance **MUST** be from the Worker's Compensation Board or State Fund Insurance ONLY. **ACORD forms are not acceptable.**
12. Liability Insurance: Plumber and electrician must submit photocopy of the Declaration pages of the Liability policy adding the Inc. Village of Lynbrook as additional insured **PLUS** ACORD form with the Inc. Village of Lynbrook as certificate holder.
13. If homeowner is to be the contractor than an affidavit is to be submitted (Affidavit is available at the building department).
14. Commercial & residential work, a written Zoning Analysis must be provided for any addition lot coverage including parking requirements.
15. **COMMERCIAL WORK:** Code Data Worksheet, available at the building department must be completed and submitted with application.
16. Contractor: If **Commercial work** then you must submit insurance papers as per item #11 & #12. **Residential work** only needs to submit a copy of a current Nassau County License.
17. **FINAL UPDATED SURVEY IS REQUIRED UPON COMPLETION WHEN THERE IS A CHANGE OF LOT COVERAGE.**

Applications that are illegible or that contain erasures, incomplete or scratched out words will not be accepted. **There is approximately a two (2) to five (5) week turnaround time for review and process of all Building Permit Applications submitted.**

The applicant shall indicate on the "Plot Plan" the average front yard setback of the existing buildings within 200' of the subject premises on the same side of the street and within the same block. If there are no buildings on the same side of the street, the average setback of the average setback of the existing buildings on the opposite side of the street shall be indicated. Proposed additions and leftover dimensions must be drawn on the Plot Plan. The Plot Plan should then be photostated in duplicate and submitted to this office. **No person shall be permitted to alter any application except the applicant.** The application is a sworn statement. Anyone knowingly entering false information thereon may be guilty of a criminal offense.

CONSTRUCTION DRAWINGS: The application shall be accompanied by structural drawings, prepared in the standard architectural manner to a scale of not less than one quarter of an inch to one foot (1/4 = 1 inch).

Blue or Black Line Ozalid Type Prints made from original tracings are required. The drawings shall include a foundation plan, floor plans, cross sections, elevations and necessary details to completely describe the proposed work. All symbols used on drawings to describe methods or materials, etc. are to be standard architectural symbols.

In cases where the proposed work exceeds the limits described in Section 7302 of the Education Law of the State of New York, the seal and signature of the licensed Architect or Professional Engineer will be required on the drawings.

NOTE: If permit is for a new building or any construction that can be seen from the street, this application must go before the Architectural Board of Review. This Board meets the first & third Wednesday of every month. **All paperwork must be submitted by 12:00 noon TWO WEEKS BEFORE THE BOARD MEETS.** Also, two (2) photographs of the site is required for this hearing.

FOUNDATION PLANS:

Foundation plans shall include the following minimum information:

1. Size of footing.
2. Size & material of foundation walls.
3. Size & location of column or pier footing.
4. Size, material and spacing of columns or piers.
5. Size and material of girders.
6. Size, spacing and direction of joists above.
7. Size and spacing of anchor bolts.
8. Access to and ventilation for crawl spaces or cellars.
9. Thickness of concrete floor slabs.

In the case of one story frame structures where the first floor is a concrete slab on earth and the floor slab is poured monolithically with the foundation walls, trench footings will be permitted.

In cases where a crawl space or cellar is provided, a “tee” or spread footing will be required.

In all cases, footing sizes must be proportioned to uniformly distribute the imposed loads.

In areas where unusual soil conditions are suspected, a test boring maybe required to justify the proposed foundation design.

FLOOR PLANS:

Floor plans shall include the following:

1. Size and use of all rooms.
2. Size & location of all openings in exterior walls so that available light and ventilation can be determined.
3. In the case of additions to existing dwellings, indicate method for supplying light & ventilation to existing rooms that may be cut off by proposed addition.
4. Size and swing to all doors.
5. Size and material of all headers and lintels.
6. Size, spacing and direction of joists above.
7. Indicate load bearing partitions.
8. Section cut lines.

SECTIONS AND DETAILS:

The drawings shall include the necessary cross or longitudinal sections and details to fully illustrate the proposed construction.

The sections shall indicate the following:

1. Size & material of all members shown.
2. Floor to ceiling height, depth of crawl spaces and depth of footings below finished grade.
3. Roof pitch, expressed as a proportion of rise to run.
4. Location and type of bridging.
5. The line along which the section was taken shall be indicated on the floor plan.

DETAILS:

Unusual framing methods are to be illustrated by detail drawings. Laminated or compound structural members are to be fully detailed. Trusses or trussed rafters shall be accompanied by a stress diagram and computations.

Fireplace chimney details shall include a plan, section & elevation. The area of the flue must be proportioned to the hearth opening in accordance with generally accepted standards. A minimum of 8" of masonry is required between the flue and wood frame. No framing will be permitted to bear on the masonry of the chimney.

SECOND STORY ADDITIONS:

Where a second story full double dormer or full single dormer are to be erected above an existing dwelling, the plans shall include a first floor layout and cellar plan of the existing building, in addition to the drawings of the proposed construction. The plans of the existing conditions may be prepared at 1/8" – 1' – 0" scale and shall indicate the location of bearing partitions, size of girders, and the location, size and spacing of existing columns or piers. A full double dormer and a full single dormer, for the purpose of this section, shall be defined as in excess of 50% of the existing roof line.

GENERAL NOTES:

Notes on the drawing shall include information on the following:

1. Assumed soil bearing capacity.
2. Maximum permitted fiber stresses for all structural materials used.
3. Any information that will aid in interpretation of the drawings.
4. **PLANS SHALL DEMONSTRATE COMPLIANCE WITH THE REQUIREMENTS OF THE N.Y. STATE ENERGY CONSERVATION CONSTRUCTION CODE.**

The information contained in these sheets has been compiled in order to assist persons interested in filing for a building permit.

These requirements represent the minimum standards for filing and any additional information supplied will certainly expedite the issuance of a permit.

These sheets will be revised from time to time as conditions demand.

PLEASE NOTE that if work performed under the building permit produces solid waste (portable bathrooms) in any form as a consequence of such work, it shall be the responsibility of the permittee to appropriately dispose of such solid waste as part of the construction or reconstruction project.

The Department of Sanitation regulations prevent the collection of the residual of construction or construction renovation materials. Disposal facilities for such materials generated are available for this purpose for use by the contractor or permit holder.

A dumpster permit is required if placed in the street.

NOTE: 24 HOUR NOTICE MUST BE GIVEN FOR ALL INSPECTIONS

(Excavation, footings, foundations (before back filling), insulation, framing, all plumbing, mechanical work, etc) **Failure to call for inspections may result in building permit revocation and fines.**

NOTE: A CHANGE IN FOOTPRINT/LOT COVERAGE REQUIRES AN UPDATED SURVEY PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY.

THANK YOU FOR YOUR COOPERATION

Inc. Village of Lynbrook
Building Department
One Columbus Drive
Lynbrook, NY 11563

Phone (516) 599-8828

Fax (516) 593-8309



**BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY**

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: Inc. Village of Lynbrook

NBHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

TOWN _____
SCHOOL DISTRICT _____
SECTION _____
BLOCK _____
LOT(S) _____
CA # OR BLDG # _____
UNIT # _____
DATE _____

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: OWNER OR LESSEE

NAME OF BUSINESS _____

CITY, TOWN, VILLAGE _____ ZIP _____

CONTACT PERSON/OWNER _____

ESTIMATED COST OF CONSTRUCTION: _____

ADDRESS _____

CITY, STATE, ZIP _____

WORK MUST BEGIN BY _____

PRINCIPLE TYPE OF CONSTRUCTION: STEEL MASONRY FRAME

PHONE _____

EMAIL _____

PERMIT EXP DATE _____

LOT SIZE S.F. _____

BLDGS ON LOT _____

**IF YOU WISH TO GROUP OR APPORTION LOTS
PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION**

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

<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> FIRE DAMAGE
<input type="checkbox"/> ADDITION (CHANGE IN S.F.)	<input type="checkbox"/> GARAGE/ OUT BUILDING
<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> HVAC
<input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.)	<input type="checkbox"/> PLUMBING
<input type="checkbox"/> MAINTAIN (PRE-EXISTING)	<input type="checkbox"/> RELOCATION
<input type="checkbox"/> RECONSTRUCTION	<input type="checkbox"/> REPLACEMENT
<input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT	<input type="checkbox"/> SWIMMING POOL
<input type="checkbox"/> DORMERS	<input type="checkbox"/> TENNIS COURT
<input type="checkbox"/> OTHER _____	<input type="checkbox"/> CHANGE IN USE

DOES RESIDENCE HAVE THE FOLLOWING

CENTRAL AIR YES NO

FINISHED ATTIC YES NO

BASEMENT FINISH

1/4 1/2 3/4 FULL

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 _____

Signature of Applicant/Contact Person - Sign & Print _____

SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING

Address of Applicant/Contact Person _____ Telephone _____

FIELD REPORT ON REVERSE

**BUILDING DEPARTMENT - INC. VILLAGE OF LYNBROOK
BUILDING PERMIT APPLICATION**

Permit No. _____	CC/CO: # _____	Application # _____
Bldg. App. Fee: \$ _____		Permit Fee: \$ _____
IMPORTANT: MUST BE TYPEWRITTEN OR PRINTED LEGIBLY		
Number & Street _____	Zone _____	Sec. _____ Block _____ Lot _____

I. TYPE AND COST OF BUILDING - ALL APPLICANTS COMPLETE PARTS A THROUGH C.

- A. TYPE OF IMPROVEMENT**
1. New Building/Structure
 2. Addition (if residential enter # of new housing units
Added, if any, in Part B.)
 3. Alteration (See 2 above)
 4. Use
 5. Other _____

- B. PROPOSED USE**
- Residential
- | | |
|--------------------------|--|
| Exist. | Proposed |
| <input type="checkbox"/> | <input type="checkbox"/> One Family |
| <input type="checkbox"/> | <input type="checkbox"/> Two or More Family __ # of Units ____ |
| <input type="checkbox"/> | <input type="checkbox"/> Garage |
| <input type="checkbox"/> | <input type="checkbox"/> Other (Specify) _____ |

WORK PROPOSED - Describe in detail use of building & work proposed. If use of existing building is being changed, enter proposed use. _____

- Non-Residential
- | | |
|--------------------------|--|
| Exist. | Proposed |
| <input type="checkbox"/> | <input type="checkbox"/> Amusement/Recreational |
| <input type="checkbox"/> | <input type="checkbox"/> Church/Other Religious |
| <input type="checkbox"/> | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> | <input type="checkbox"/> Hospital/Nursing Home |
| <input type="checkbox"/> | <input type="checkbox"/> Office/Bank/Prof. Bldg. |
| <input type="checkbox"/> | <input type="checkbox"/> Public Utility |
| <input type="checkbox"/> | <input type="checkbox"/> Stores/Mercantile |
| <input type="checkbox"/> | <input type="checkbox"/> Educational |
| <input type="checkbox"/> | <input type="checkbox"/> Tanks/Towers/Antennas |
| <input type="checkbox"/> | <input type="checkbox"/> Other _____ |

C. COST

Cost of Improvement	\$ _____
The following to be installed but not included in above cost:	
Electrical	\$ _____
Plumbing	\$ _____
Heating/Air. Cond.	\$ _____
Sprinkler	\$ _____
Other (elevator, etc.)	\$ _____
TOTAL COST OF IMPROVEMENT	\$ _____
ADJUSTED COST	\$ _____

Plumber's Name _____	Phone # _____
Electrician's Name _____	Phone # _____

NOTE: The plumber/electrician must be licensed with the Village of Lynbrook. You must supply the name of the Individual, NOT THE COMPANY NAME.

II. SELECTED CHARACTERISTICS OF BUILDING

- D. PRINCIPAL TYPE OF CONSTRUCTION**
- | | |
|--------------------------|---|
| Exist. | Proposed |
| <input type="checkbox"/> | <input type="checkbox"/> Wood Frame |
| <input type="checkbox"/> | <input type="checkbox"/> Ordinary Construction |
| <input type="checkbox"/> | <input type="checkbox"/> Masonry Walls, Wood Floor & Roof |
| <input type="checkbox"/> | <input type="checkbox"/> Heavy Timber |
| <input type="checkbox"/> | <input type="checkbox"/> Noncombustible |
| <input type="checkbox"/> | <input type="checkbox"/> Fire Resistive |

G. DIMENSIONS OF LOT _____ x _____

Number of Stories _____

Total sq. ft. of floor area, all floors, based on exterior dimensions (excluding basement or cellar) _____

Total Land Area _____ Sq. Ft.

- E. PRINCIPAL TYPE OF HEATING FUEL**
- | | |
|------------------------------|--------------------------------------|
| <input type="checkbox"/> Gas | <input type="checkbox"/> Electricity |
| <input type="checkbox"/> Oil | <input type="checkbox"/> Coal |
- Other (Specify) _____

H. NUMBER OF OFF STREET PARKING SPACE

Enclosed _____ Outdoors _____

F. FLOOR LOAD

Floor Load _____ PSF

Occupancy Load _____

I. RESIDENTIAL BUILDINGS ONLY

Number of Bedrooms _____

Percent of lot occupied _____ %

Number of Bathrooms (Full) _____

Number of Bathrooms (partial) _____

III. IDENTIFICATION - TO BE COMPLETED BY ALL APPLICANTS

	NAME	ADDRESS (No., Street, City & State)	ZIPCODE	TEL. NO.
ARCH/ENG.	_____	_____	_____	_____
OWNER	_____	_____	_____	_____
CONTRACTOR	_____	_____	_____	_____

Contractor must submit liability insurance and worker's compensation insurance certificates with the Village of Lynbrook as the Certificate Holder. If the contractor does not employ anyone, then an affidavit (C-105.21) from the Worker's Compensation Board must be submitted. If the homeowner is doing the work then an affidavit is to be submitted.

THE OWNER OF THIS BUILDING AND THE UNDERSIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE INCORPORATED VILLAGE OF LYNBROOK.

_____, being duly sworn
deposes and says that he is authorized to make this application and perform the work described, herein, and that all statements contained herein are true to the best of his knowledge and belief.

Owner's Signature _____
Telephone No. _____

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

Applicant's Signature _____

Notary Public

Address _____
Village/Town/City _____ Tel. No. _____