

VILLAGE OF LYNBROOK – BUILDING DEPT.

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

The following items **MUST** be submitted:

1. Building Permit Application completed in duplicate.
2. Nassau County Assessment Sheet completed and signed.
3. **Two (2) copies** of a survey by a licensed land surveyor, showing the plot and all existing structures.
4. Plot plans must be submitted with architectural drawings.
5. Affidavit of no Plumbing/ Electric of 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 third party inspection agency.
9. **Two (2) sets** of CONSTRUCTION DRAWINGS. (see instructions).
10. Contractor's name, address and phone number
 - a. **Commercial work** - insurance papers as per item #11.
 - b. **Residential work** - insurance as per item #11 and a copy of current Nassau County Consumer Affairs License.
11. Liability and Worker's Compensation Insurance for the contractor, plumber and electrician naming the Inc. Village of Lynbrook as certificate holder.
12. If homeowner is to be the contractor a notarized Affidavit of Workmen's Comp must be submitted. **Homeowner must reside at the property**
13. Commercial & residential work, a written Zoning Analysis must be provided for any addition lot coverage including parking requirements.
14. **COMMERCIAL WORK:** Code Data Worksheet, available at the building department must be completed and submitted with application.
15. **FINAL UPDATED SURVEY IS REQUIRED UPON COMPLETION WHEN THERE IS A CHANGE OF LOT COVERAGE.**

Incomplete applications 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.

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).

Digital set of architectural plans and/or engineer's drawings must be submitted to plansubmittal@lynbrookvillage.com

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.

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