



VILLAGE OF EAST WILLISTON
BUILDING DEPARTMENT
2 PROSPECT STREET
EAST WILLISTON, NY 11596

ACCESSORY STRUCTURE WORKFLOW INSTRUCTIONS

Applicant Instructions:

All Building and plumbing permit applications are to be filed through our new building department Portal located at go.citygrows.com/eastwillistonbd. Please read below prior to starting your application in the portal.

NO WORK IS TO BE STARTED UNTIL A PERMIT HAS BEEN ISSUED

Any work started without a permit will result in violations and fines.

This application **must** be filed for any combination of the following:

Garages, Sheds, Cabanas, Decks, Patios (Less Than 12" Above Grade), Pools, Hot Tubs, Arbors, Masonry Structures (BBQ Islands, Firepits etc.), Retaining Walls, Basketball Hoops/Sport Courts, Pergolas, Stanchions and/or Renovation/Repair/Replacement of *any of the above listed items.*

When filing for a permit you will be required to provide specific information and documentation pertaining to the scope of work and submit payment of a standard non-refundable filing fee.

It is recommended that all of the required documentation be readily available prior to starting an application. The application will be filed in our new Building Department Portal Located at go.citygrows.com/eastwillistonbd

Typical documentation required for Accessory Structure Applications is as follows:

- Completed Property Owner's Authorization Form
- An Existing Property Survey (may be obtained from the village office by FOIL request).
- A plot plan for the proposed work indicating size(s)/location(s) of the structure(s)
- Full detailed set of construction documents. (if applicable)
- Completed Nassau County Assessment Form

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Additional Project Specific Requirements

Pools:

- Electrical Clearance Certification Letter
- Property Grading Survey
- Photos of the yard location
- Electronic Pool Cover Certification Letter (if applicable)

Hot Tubs:

Unit Specifications

If it is determined that your application will require a Variance with the Board of Zoning Appeals, you may submit an application as an extension of this process