

Mayor
DAVID E. TANNER

Deputy Mayor
BONNIE L.S. PARENTE

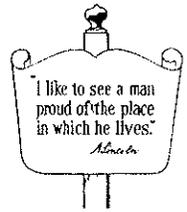
Trustees
MICHAEL A. BRAITO
JOHN F. FERRO
CAROLINE DEBENEDITTIS

Treasurer
VIRGINIA MASTERSON, CPA

Clerk
MARIE L. HAUSNER

INC. VILLAGE OF EAST WILLISTON

2 PROSPECT STREET, EAST WILLISTON, NY 11596
(516) 746-0782 • FAX (516) 746-3130



INSTRUCTIONS

Accompanying an application for a building permit, for approval of plans, there must be submitted the following:

1. **BUILDING OR ALTERATION PLANS**, including:

Two sets of complete plans drawn to scale, conforming to the requirements of the Building Code. Plans are to be prepared by a registered architect or licensed professional engineer. You must also submit a **fee of \$50.00 with the application for review of the plans. (Fence permits are \$35.00)**

PLOT PLAN (to scale) to show:

- A. Dimensions of Lot.
- B. Whether a corner lot or inside lot, with distance to nearest corner.
- C. Exterior dimensions and location on lot of proposed buildings or alteration, and any existing buildings, structures and fences, including heights.
- D. Area of Lot.
- E. Ground Area of Buildings.
- F. Percent of Lot Area covered by building.
- G. Set back of structures from property line.
- H. Side Yard dimensions.
- I. Rear Yard dimensions.
- J. Elevation (above grade) of new construction and of existing structures for additions.
- K. Full set of specifications or as included in drawings.

2. Complete provided duplicate application, obtain owner's notarized signature, complete Nassau County assessors form and sign. If plumbing is involved, submit separate plumbing application, signed and notarized by master plumber (see separate instructions for plumbing permit).

3. **WORKERS' COMPENSATION, DISABILITY AND LIABILITY INSURANCE:**

Original Certificate showing coverage for Workers' Compensation, Disability and Liability Insurance, issued to the Incorporated Village of East Williston.

4. **COPY OF NASSAU COUNTY HOME IMPROVEMENT LICENSE.**

5. No new building shall be occupied or used in whole or part for any purpose until a Certificate of Occupancy shall have been issued by the Building Official, certifying that such building conforms substantially to the approved plans and specifications and the requirements of all Ordinances and Laws applying to its class and kind.

6. An updated property survey will be required upon completion of any work that alters the footprint of a structure, prior to issuance of a Certificate of Completion or Certificate of Occupancy.

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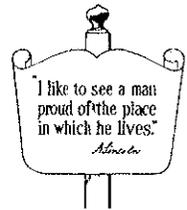
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BUILDING PERMIT ADDITIONAL DRAWING REQUIREMENTS

The Project Designer (R.A. or P.E.) must provide the following minimum zoning or local code information on the submitted sealed architectural or engineering drawings for all projects with additions or major alterations.

A. SITE DATA

1. Owner Name, Owner Address, & Property Address
2. Section, Block, Lot(s)
3. Zoning District
4. Primary Property Use

B. SITE ZONING INFORMATION - Table Format (Required/Maximum, Existing, & Proposed)

1. Front Yard Setback
2. Secondary (Side) Front Yard Setback (corner lots)
3. Minimum Side Yard Setback
4. Aggregate Side Yard Setback
5. Rear Yard Setback
6. Total Lot Area Square Footage
7. Building Area at Grade (including porticos, garages, sheds and other covered structures)
8. Total Lot Coverage Percentage (Building Area / Total Lot Area)
9. Rear Lot Coverage Percentage (Accessory Structures / Rear Yard Area)
10. Height of New Construction from Grade (average grade to highest roof peak)

C. FLOOR AREA INFORMATION

1. Existing First Story Total Floor Area Square Footage (Include area for garages, enclosed porches, and other enclosed building areas)
2. Existing Second Story Total Floor Area Square Footage
3. Existing Total Floor Area Square Footage
4. Proposed Additional First Story Total Floor Area Square Footage
5. Proposed Additional Second Story Total Floor Area Square Footage
6. Proposed Additional Total Floor Area Square Footage
7. Floor Area of Renovated Residence (FA)
8. Maximum Floor Area Permitted
9. Floor Area Ratio (FAR) of Renovated Residence (FA / Lot Area)
10. Maximum Floor Area Ratio (FAR) Permitted

Notes:

- For buildings with additions there must be a Site Plan at a scale of at least 1" = 20' showing (as a minimum) property line information, streets, distance to nearest intersection, existing buildings, existing accessory structures and pools, existing setbacks, proposed additions, and proposed setbacks. Include a table and notes with all zoning information, design criteria, and material specifications.
- Drawings must include (as a minimum) Site Plans, Foundation Plans, Floor Plans, Elevations (all sides showing Height-Setback lines and maximum heights), Full Sections showing proposed work areas, Detail Sheets (also including hurricane connections and tie downs), Electrical Plans (also showing smoke and CO alarms), and Plumbing Riser Diagrams.
- Plans must show all insulation, and include a Certification by the R.A. or P.E. that the work will comply with the New York State Energy Law.
- Any deviations from any zoning requirements must be clearly shown and highlighted on the plans. Failure to comply may void any plan approval.

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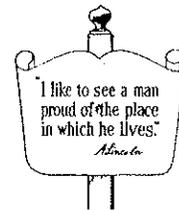
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CONSTRUCTION REGULATIONS

I, the undersigned, do hereby acknowledge that the Village of East Williston, through the village clerk, has notified me of the following partial list of regulations pertaining to building construction:

1. Permitted times of construction and construction related activities (i.e. dumpster and material deliveries) are Monday through Friday, 8:00 a.m. to 5:00 p.m. and Saturday, 9:00 a.m. to 5:00 p.m. ONLY.
2. **NO WORK** is to be performed on **SUNDAYS AND LEGAL HOLIDAYS**.
3. No dumpsters, construction debris, sand, dirt or building materials of any kind are permitted to be placed in the roadway.
4. Construction debris must be loaded directly into a container or neatly piled and securely covered with a tarp at all times.
5. Advertising signs are **are not permitted**.
6. All work areas must be completely surrounded with a fence as per Code and determination of the Building Department.
7. It is the responsibility of the contractor/homeowner to ensure that all inspections are performed as required. Failure to ensure all required inspections are performed is a material breach of the conditions of the Building Permit.

Violations may result in an appearance ticket and associated fines being issued to the general contractor and/or homeowner and the possible suspension or revocation of the building permit.

I further acknowledge that I may not use spaces granted until all required inspections are completed, required documents are submitted, (i.e. final survey and/or electrical certificate), and a certificate of occupancy or completion is obtained and grant permission for the Code Enforcement Officials and other agents of the Village to enter into the property for the purpose of performing any necessary inspections.

Homeowner (signature)

General Contractor (signature)

Homeowner (print)

General Contractor (print)

Property Address