



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

## DRIVEWAY, WALKWAY, CURBING AND FENCING WORKFLOW INSTRUCTIONS

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### **Applicant Instructions:**

All Building and plumbing permit applications are to be filed through our new building department Portal located at [go.citygrows.com/eastwillistonbd](http://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 all driveway, curbing, walkway and fencing.**

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](http://go.citygrows.com/eastwillistonbd)

Typical documentation required for Driveway, walkway, curbing, fencing is as follows:

- Completed Owner's Authorization Form.
- An Existing Property Survey (may be obtained from the village office by FOIL request) or a plot plan to scale with the imposed location of Drywell. (containing all dimensions as required)
- Drywell Calculations and Specifications.

Note: A licensed contractor will be required prior to submittal of this application. The following must be provided:

- Completed Owner-Contractor Affidavit Form.
- Contractor's Nassau County Consumer Affairs License
- Liability, Disability and Worker's Compensation Insurance Forms.