



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

HVAC/MECHANICAL 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 HVAC units/ductwork or replacement applications.

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 HVAC units/Ductwork or replacement is as follows:

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

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.