



Inc. Village of Hewlett Bay Park

30 PIERMONT AVE · HEWLETT · NY · 11557
TEL · (516) 295-1400 · FAX · (516) 295-1406

Application Requirements

Bulkhead & Structures in Waterways

A PDF copy of plans must be submitted to Building@hewlettbayparkny.gov

- ❖ Completed permit application form
 - ❖ Application Fee: \$200.00 (non-refundable)
 - ❖ Two (2) sets of signed and sealed plans by a NYS licensed Architect or Engineer
 - ❖ Approval Permits from the below agencies:
 - Department of Environmental Conservation
 - Department of Army Corps of Engineers
 - Town of Hempstead Department of Conservation & Waterways
-

❖ All contractors must submit:

- a copy of their **Nassau County Consumer's Affairs license**,
 - **General Liability Insurance** with the Village of Hewlett Bay Park as the certificate holder as well as additionally insured and;
 - **Worker's Compensation Insurance**- Village of Hewlett Bay Park as the certificate holder. Form must be C 105.2, or U-26.3, or CE 200 for waiver.
- ❖ Applications will be reviewed upon the submission of all required items, insufficient applications will not be accepted.

NO WORK SHALL BEGIN UNTIL A PERMIT HAS BEEN ISSUED



Incorporated Village of Hewlett Bay Park

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Office Use Only

Permit #: _____
Date Issued: _____
App Fee: \$ 200.00
App #: _____
Permit Fee: _____
Certificate Fee: \$ 250.00

Date: _____

Bulkhead & Structures in Waterways
Permit Application

Owner: _____
Property Address: _____ SBL: _____
Email: _____ Tel #: _____
Mailing Address (if different from property): _____

☐ New Bulkhead ☐ Replace Bulkhead ☐ Pier(s) Other _____
☐ Float(s) ☐ Boat Lift ☐ Dock

Estimated Cost of Construction: \$ _____

Description of work being performed: _____

Architect / Engineer's name: _____
Address: _____
Email: _____ Tel #: _____

ALL CONTRACTORS MUST SUBMIT A COPY OF THEIR NASSAU COUNTY CONSUMER'S AFFAIR LICENSE & LIABILITY INSURANCE WITH THE VILLAGE OF HEWLETT BAY PARK AS THE CERTIFICATE HOLDER AS WELL AS ADDITIONALLY INSURED.

Contractor name: _____
Address: _____
Email: _____ Tel #: _____
Nassau County Consumer Affairs License #: _____ Expiration Date: _____

It shall be unlawful to use or permit the use of any building or premises or part thereof, hereafter created, erected or enlarged or of any building or premises or part thereof, hereafter changed or converted to a different use until a certificate of occupancy shall have been issued to the owner by the Inspector of Buildings.

State of NY Affidavit of Owner / Applicant
County of Nassau SS:

I _____ being duly sworn, deposes and says; that all work being done on the premises in accordance with the statement in writing, and the plans of such proposed work is duly authorized by

Signature Sworn To before me this _____ day of _____, 20____

Notary Public

Approval

Permission as required by the Building Code of Hewlett Bay Park to perform the work as described in the within statement and the attached plans and specifications, which are part hereof, is granted.

Examined & recommended for approval on _____, 20____

Building Inspector

Notary Stamp

 BUILDING PERMIT RESIDENTIAL PROPERTY DEPARTMENT OF ASSESSMENT NASSAU COUNTY 240 Old Country Road, Mineola, NY 11501 TOWN - CITY - VILLAGE OF: _____					NBHD# (ASSESSOR USE ONLY)	
					DATE REC'D (ASSESSOR USE ONLY)	
SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION	
Location of Building		N.E.S.W. SIDE OF (OR CORNER OF)		N.E.S.W. SIDE OF		
ADDRESS OF PROPERTY			Check one	NAME OF BUSINESS		
CITY, TOWN, VILLAGE		ZIP	☐ OWNER OR ☐ LESSEE	CONTACT PERSON/OWNER		
ESTIMATED COST OF CONSTRUCTION:				ADDRESS		
				CITY, STATE, ZIP		
WORK MUST BEGIN BY		PRINCIPLE TYPE OF CONSTRUCTION		PHONE		
PERMIT EXP DATE		☐ STEEL		EMAIL		
LOT SIZE S.F.		☐ MASONRY		IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION		
# BLDGS ON LOT		☐ FRAME				
DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)						
*INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT						
PERMIT TYPE - CHECK ALL ITEMS THAT APPLY				DOES RESIDENCE HAVE THE FOLLOWING		
☐ NEW BUILDING ☐ ADDITION (CHANGE IN S.F.) ☐ DEMOLITION ☐ ALTERATION (NO CHANGE IN S.F.) ☐ MAINTAIN (PRE-EXISTING) ☐ RECONSTRUCTION ☐ DECK, TERRACE, PORCH, CARPORT ☐ DORMERS ☐ OTHER _____ ☐ FIRE DAMAGE ☐ GARAGE/ OUT BUILDING ☐ HVAC ☐ PLUMBING ☐ RELOCATION ☐ REPLACEMENT ☐ SWIMMING POOL ☐ TENNIS COURT ☐ CHANGE IN USE				CENTRAL AIF YES ☐ NO ☐		
				FINISHED ATTIC YES ☐ NO ☐		
				BASEMENT FINISH		
				1/4 ☐ 1/2 ☐ 3/4 ☐ FULL ☐		
PROPOSED TOTAL PLUMBING FIXTURES						
FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR		
BATHROOM SINK						
TOILET						
BATHTUB						
STALL SHOWER						
BIDET						
KITCHEN SINK						
WET BAR						
NUMBER OF EXISTING AND PROPOSED BATHS						
NUMBER OF EXISTING FULL BATHS			NUMBER OF PROPOSED FULL BATHS			
NUMBER OF EXISTING HALF BATHS			NUMBER OF PROPOSED HALF BATHS			
HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES						
NEW C/O NEEDED		YES ☐	NO ☐			
VARIANCE OBTAINED		YES ☐	NO ☐			
CONSTRUCTION/RENOVATION IN EXCESS OF 50%		YES ☐	NO ☐			
SURVEY ENCLOSED		YES ☐	NO ☐			
PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE						
DATE OF GRANTING OF PERMIT _____			Signature of Applicant/Contact Person - Sign & Print			
SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING			Address of Applicant/Contact Person _____ Telephone _____			
FIELD REPORT ON REVERSE						



Inc Village of Hewlett Bay Park

OWNERS ACKNOWLEDGEMENT AFFIDAVIT

I, _____ being duly sworn, depose and say that I am the owner of _____, and that I have authorized the work to be performed at my property by _____ (Contractor).

I have read and understand the responsibilities stated below as the homeowner and person responsible while work is being performed on my property. I have familiarized myself with the conditions set forth for the issuance of the building permit as well as the Code of the Village of Hewlett Bay Park including but not limited to:

1. The Building Permit is valid for one (1) year from the date of issuance stated on the permit. If for any reason the work is not completed before the expiration date, you must obtain a six (6) month extension by submitting a request along with the fee that is due prior to the expiration date to be heard before the Board of Trustees for approval.
2. In order to obtain a Certificate of Occupancy or Completion the required documents must be submitted. (Electrical Certificate, Final Survey, any related documents required by the Building Inspector) and ALL inspections must be completed. The **homeowner** is responsible for all open permits.
3. Hours work can be done:
 - a. Monday through Friday – 8:00am to 6:00pm
 - b. **Saturdays, Sundays and Legal holidays – NO WORK**
4. The property must be kept clean and in safe condition at all times during construction.
5. Any and all changes to the approved plans must be submitted to the Building Department and approved by the Inspector.
6. Make sure your contractor has their vehicles parked legally along the street if they cannot park in your driveway.

I make this affidavit with the full knowledge that the Building Department relies upon the truth of the statements herein contained and in relying thereon will issue a permit called for in the application.

(Property Owner's Signature)

Sworn to before me this

_____ day of _____, 20____

(Notary's Signature)

Notary Stamp: