



Inc. Village of Woodsburgh

BUILDING PERMIT APPLICATION

building@woodsburgh.gov / inspector@woodsburgh.gov

Completed permit application packet, any incomplete packets will be returned.

Application Fee: \$200.00 (non-refundable), due at the time of submission.

Two (2) paper sets of signed and sealed plans by a NYS licensed Architect or Engineer – Plans must also be emailed in a PDF format to building@woodsburgh.gov.

- All plans are to be fully architectural & structural drawings to a scale of at least ¼ inch to a foot.
- Plot plan indicating all setbacks from existing and proposed structures and accessory structures.
- Zoning calculations.
- Drainage calculations (5-inch rainfall), with location of drainage structure(s) and piping.
- Soil Boring Test must be submitted.
- Base Flood Elevation and Water Table, flood zone and limit of moderate wave action line must be shown on plans.
- Elevation drawings to include all heights and height/setback ratios as well as a cross section.
- Truss type construction form, if applicable.
- 2 copies of the most up to date survey with grade elevations. (survey must be legible).
- Completed Short Environmental Assessment Form (if required).
- If the property is located in a flood zone an Elevation Certificate is required. (Flood zones must be shown on plot plan with Limit of Moderate Wave Action Limit line).
- Residential Compliance(REScheck)

All Contractors must submit

- Nassau County Consumer Affairs License (Copy of the original license).
- Liability Insurance with the Village of Woodsburgh as the certificate holder and additionally insured. Accord form Only. (Insurance must list everything the contractor is insured to do).
- Workers Compensation Insurance with the Village of Woodsburgh as the certificate holder. Forms must be C 105.2, or U-26.3, or CE 200 for waiver.

All Plumbers (There is a separate form for plumbing work.)

- All plumbers must be licensed by the Town of Hempstead, the Town of North Hempstead or the Town of Oyster Bay Reciprocal License.
- Liability Insurance with the Village of Woodsburgh as the certificate holder and additionally insured. Accord form Only.
- Workers Compensation Insurance with the Village of Woodsburgh as the certificate holder. Forms must be C 105.2, or U-26.3, or CE 200 for waiver.

All Electricians must be licensed by the Town of Hempstead. An original Electrical Inspection Certificate is required to close out building permits. Prior to commencing any electrical work in order to schedule the appropriate inspections contact an approved Electrical Inspection Agency. This certificate is needed to close out your building permit.

- All permits issued are valid for one (1) year from date of issue, and must be renewed if work is not completed, in a timely fashion, to avoid renewal fees.
- Approved plans and a copy of approved permit must remain on the premises at all times until Certificate of Occupancy/Completion is issued. These plans must be made available to the Building Inspector at time of inspection.



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Property Address: _____ **Section** _____ **Block** _____ **Lot(s)** _____

Owner(s) Name _____

Owner(s) address _____

Telephone # _____ **Email Address** _____

Architect / Engineer Name _____

Address _____

Telephone # _____ **Email Address** _____

Contractor Company Name _____

Address _____

Telephone # _____ **Email Address** _____

Type of work being proposed _____ **Estimated Cost** _____

- ☐ New Single-Family Dwelling ☐ Addition to Existing Dwelling ☐ Alteration / Renovation to existing dwelling
- ☐ New Accessory Structure ☐ Structural Repair ☐ Re-Grading of Property ☐ Solar ☐ Retaining /Site Wall

Description of work being performed: _____

- ☐ Residence Zone District _____
- ☐ Is this permit to legalize an existing structure? _____
- ☐ Is the property located in a flood zone? ☐ No ☐ Yes **Zone:** _____
(Flood zones must be shown on plot plan with Limit of Moderate Wave Action Limit)
- ☐ Will utility meters be relocated or installed? ☐ Yes ☐ No
- ☐ If plumbing work will be performed, a separate application must be submitted by the plumbing contractor.
- ☐ If HVAC / Air conditioning work is being performed, a separate application must be submitted by the contractor.
- ☐ If electrical work is being performed, an electrical certificate must be submitted after the final inspection from the 3rd party electrical inspector.



AFFIDAVIT OF APPLICANT

State of New York)
County of Nassau)
SS:

I, _____ being duly sworn, deposes and says that _____
(Agent, Contractor) (Owner)

Is the owner of the premises to which this application applies to and that the applicant is duly authorized to make this application; and that the statements contained here are true and correct to the best of their knowledge and belief; and that the work being performed in the manner set forth in this application and in the plans and specifications filed therewith, and in accordance with all applicable laws, ordinances and regulations of the Village and New York State.

Sworn to me this _____ day of 20_____

Notary Public

(Signature of Applicant)

PROPERTY OWNER CERTIFICATION

I, _____, hereby certify that I have full knowledge of the proposed work at my property as described herein and take no exception to such activity.

Sworn to me this _____ day of 20_____

Notary Public

(Signature of Owner)

PERMIT REQUIREMENT AGREEMENT

I, _____, understand and will comply with the following:
(Owner Print Name)

Initial each requirement below:

1. Construction shall not begin prior to obtaining a permit from the building department. _____
2. Construction shall not begin prior to 8:00 am nor after 6:00 pm on weekdays. _____
3. Construction is **NOT** permitted on Saturday, Sundays, or Legal Holidays. _____
4. The contractor is responsible for contacting the building department for all required inspections. _____
5. Required erosion and sediment control methods must be in place prior to construction. _____
6. Any revisions to the work shall have **approved** amended plans prior to doing the work. _____
7. I agree to permit the Building Inspector and any officer or employee of the Village to enter upon the premises in the discharge of their duties with this application. _____

I have read, initialized and fully understand the above requirements. _____
(Signature of owner)

For Office Use Only

Permit Fee: \$ _____
(1.5% of the cost under 1 million dollars)
(1% of the cost over 1 million dollars)

New House construction - **\$200.00 per sq ft.**
Addition(s), Alteration(s) - **\$175.00 per sq ft.**
Renovations - **\$150.00 per sq ft.**

Certificate of Completion/Occupancy: **\$ 200.00**

Approved - Inspector: _____

Date: _____

Denied - Inspector: _____

Date: _____

Zoning Board of Appeals: Approved Date _____

Denied Date _____