



INCORPORATED VILLAGE OF
EAST ROCKAWAY

DEPARTMENT OF BUILDING, ZONING
AND CODE ENFORCEMENT
P.O. BOX 189
EAST ROCKAWAY, N.Y. 11518-0189
PHONE: (516) 887-6310
FAX: (516) 887-6311

SUPERINTENDENT
THOMAS A. SMITH

Instructions for Filing a Building Permit

Complete a building permit application form; supply all relevant information including names, addresses, and phone numbers of the owner, contractor, and architect or engineer. This application must be signed by the property owner and notarized.

A complete packet with all necessary information listed below must be submitted or application will not be accepted.

Requirements:

- A complete Building Permit application with all appropriate information, including applicant's notarized signature.
- Complete a Nassau County Board of Assessors form.
- Three sets of construction drawings --1/4" scale.
- Three copies of a current, legible property survey.
- There is a permit and/or C of C fee based on the cost of construction.
- Contractor/plumber information (specified below)

Insurance requirements for contractors and plumbers:

A current license along with a certificate of insurance showing coverage for liability and workers' compensation must be supplied (listing the *Inc. Village of East Rockaway, 376 Atlantic Avenue, East Rockaway, NY 11518* as the Certificate Holder) or a workers' compensation waiver which is issued by the state. In the case of a homeowner doing their own work, an affidavit supplied by this department must be submitted, signed, and notarized.

Plumbers:

All plumbers must be licensed by a participating town or village of the Nassau County Tri-Town Reciprocal Plumbing Agreement. There is a separate form for plumbing work.

Electrical:

All electricians must be licensed by the Town of Hempstead. An Electrical Inspection Certificate is required to close out building permits. Prior to commencing any electrical work in order to schedule the appropriate inspections contact one of the approved Electrical Inspection Agencies below:

- Electrical Inspectors, Inc. at 516-794-0400, or 800-794-1468
- Electrical Inspection Service at 631-286-6642,
- Certified Electrical Inspections, Inc at 631-598-5610,
- Long Island Electrical Inspections LTD at 516-865-2548, website: lieil.net
- Suffolk Bureau of Electrical Inspectors, Inc at 631-495-8136; website: suffolkbei.com
- Alliance Electrical Inspections LTD at 516-248-0820

This certificate is needed to close out your building permit. This office will only accept certificates for new work which state an electrical inspection has been conducted, not an electrical survey.

INC. VILLAGE OF EAST ROCKAWAY BUILDING DEPT.
 376 ATLANTIC AVENUE, PO BOX 189, EAST ROCKAWAY, NY 11518
 PH: 516-887-6310 • FAX: 516-887-6311
 www.villageofeastrockaway.org

BUILDING PERMIT APPLICATION

INSTRUCTIONS: This application shall be filled out in its entirety. Three fully detailed structural drawings prepared to scale of at least 1/4" to the foot and 3 surveys must accompany this application. Surveys must show all existing and proposed buildings, all setbacks, and the average front yard setback as required by the Zoning Ordinance. It is the policy of this department to abandon and destroy, without notification, any application that has been left dormant by the owner or agent thereof for 90 days. All fees paid in relation to such an application will be non-refundable and non-transferable. One copy of permit (bearing the approval of the Building Department) shall be kept at the site of the work and exhibited on demand to any Building Inspector of the Inc. Village of East Rockaway. No work, including excavations, to commence prior to issuance of permit.

| | | | |
|-------------------------|---------------------|----------------------------|----------------|
| <i>Office Use Only:</i> | | | |
| Permit # _____ | Permit Fee \$ _____ | C of O/C of C Fee \$ _____ | TOTAL \$ _____ |

| | |
|--|--|
| OWNER | TEL. # _____ |
| OFFICIAL ADDRESS PERMIT APPL. FOR | ZONE |
| CURRENT USE (ie: 1 family, 2 family, retail, restaurant ect...): | PROPOSED USE (ie: converting to 1 family, retail, ect...): |
| VILLAGE SECTION | VILLAGE BLOCK |
| | VILLAGE LOT(S) |

| | NAME | MAILING ADDRESS | TEL. # |
|---------------|------|-----------------|--------|
| ARCH. OR ENG. | | | |
| OWNER | | | |
| CONTRACTOR | | | |

Please Note: A Copy of the Contractor's current **Liability Insurance, Worker's Compensation Insurance and Current NC Home Improvement License** MUST be Submitted w/ this application. -OR- Appropriate Notarized Affidavit Waiving Same.

Work Proposed: _____

Construction Cost \$ _____

~~*The owner of this building and the undersigned agree to conform to all applicable laws of the Village of East Rockaway. The Village code is on our website www.villageofeastrockaway.org*~~

_____, states that he/she is authorized to make this application and that all statements are true to the best of his/her knowledge and belief. (If corporation, give name of corporation and name, office, and address of its responsible officers).

Owner's signature _____

Applicant's signature _____

Address _____ Tel. # _____

Sworn to before me this _____ day of _____, 20____

Notary Public _____

INC. VILLAGE OF EAST ROCKAWAY
OWNERS ACKNOWLEDGMENT AFFIDAVIT

STATE OF NEW YORK
COUNTY OF NASSAU
VILLAGE OF EAST ROCKAWAY

Date: _____

_____ being duly sworn deposes and says that I am the owner of _____, and that I have authorized the work to be performed under the attached building permit application dated _____. I have familiarized myself with the conditions set forth for the issuance of a building permit as well as the Code of the Village of East Rockaway including but not limited to:

1. That the Permit is valid for one year from date of issuance and upon expiration must be renewed for an additional year at the full permit fee as per the fee schedule in effect at the time of renewal.
2. That all required inspections must be completed and all necessary paperwork submitted (electrical inspection certificate, final survey, etc..) prior to the issuance of a Certificate of Occupancy or Compliance.
3. Insuring that the Building Department is contacted at least one day prior for all inspections as listed on the Permit.
4. Construction work shall only be performed Monday thru Saturday from 7:00 am to 8:00 pm and not on Legal Holidays.
5. That the Construction site shall be kept in a clean and safe condition at all times.
6. That all Construction Waste must be disposed of at my own expense and shall not be placed at the curb for regular Sanitation Pick-up.
7. That all changes to the project must be approved by the Building Department and the Architect/Engineer of record.

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 Owners Signature Only)

Sworn to before me this

_____ day of _____, 20_____
