

VILLAGE OF SANDS POINT BUILDING PERMIT APPLICATION PACKET

This packet contains the following documents and forms:

Building Permit Application Instructions	Cover Pages
Building Permit Application & Statement of Cost	page 1-2
FEMA Information & Excavation Affidavit & Contractor Insurance Information	page 3
Short Environmental Assessment Form	page 4
Hold-Harmless Statement	page 7
Zoning Information Sheet	page 8
Nassau County Assessor's Form	page 9
Building Permit Application Guidelines	
Part I Forms and Procedures Agreement *	
Part II Final Cost and Expense Agreement *	

** NOTE: Part I and Part II must be signed and initialed before a Building Permit can be issued.*

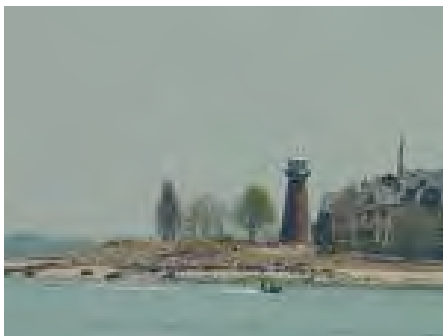
INCORPORATED VILLAGE OF SANDS POINT

BUILDING DEPARTMENT

26 Tibbits Lane

Sands Point, NY 11050

516.883.3044



BUILDING DEPARTMENT APPLICATION INSTRUCTIONS

(Please note that pages 5 and 6 relating to Completion Certificates are not included at this time and will be available to you upon completion of the project for appropriate signatures.)

Complete applications will facilitate prompt processing by the Village Building Department.

Each application should include the items indicated in the adjacent table.

Professional certification from a licensed architect or engineer must be submitted at the end of each project. One (1) set of the final "as-built" plans signed and sealed must be submitted to the Building Department for review and approval by the Assistant Building Inspector. These plans will be sent out for imaging. The charge for this must be borne by the applicant.

If you have any questions, please call the Building Department at: 516.883.3044

	For the following types of construction: New Dwellings, Sheds, Additions/ Alterations, Pools, Docks, Tennis Courts	For the following types of construction: Fences, Windows, Boilers, Electric Work, Sanitary, Oil Tank, Systems/Drywells
Application for Building Permit	2 Copies	2 Copies
Deed with all Covenants and Restrictions	1 Copy	At Building Department's Discretion
Copy of Signed Contractor's Contract	1 Copy	1 Copy
Short Environmental Impact Form	2 Copies	2 Copies
Zoning Information Sheet	2 Copies	At Building Department's Discretion
Property Survey - Most Recent	1 Copy	At Building Department's Discretion
Site Plan - showing proposed work	2 Copies (signed and sealed by licensed professional.)	At Building Department's Discretion
Drawings-36"x42" maximum. Signed and sealed by professional of record.	2 Copies (at Building Department's Discretion)	At Building Department's Discretion
Application Fee: \$100 for the first \$1,000 of estimated cost of construction plus \$10 for each additional \$1000 or part thereof, based on a minimum of \$150 per square foot plus \$50 Certificate Fee.	Payment by check made out to: "Incorporated Village of Sands Point"	Payment by check made out to: "Incorporated Village of Sands Point"
Insurance Certificates: Liability, Workers Compensation and Disability (see Village requirements on Building Permit Application)	1 Original	1 Original
Contractor's Nassau County Home Improvement License/ Electrician & Plumbers License.	1 Copy	1 Copy
Photographs (one of each side of house) labeled with owner's name, address, section, block & lot with date showing the house and/or property prior to work.	Photographs must be mounted on 8 1/2" x 11" cardboard.	At Building Department's Discretion
Nassau County Assessors Form	2 Copies	2 Copies
Guidelines Part I & Part II Agreements	1 Copy	1 Copy
Stormwater Pollution Prevention Plan (SWPPP)	At Building Department's Discretion	At Building Department's Discretion

IMPORTANT INFORMATION

INSPECTIONS

All inspections must be scheduled with the Building Coordinator at least 24 hours in advance.

Please call Joanne at: 516.883.3044 to schedule your inspections as indicated on your issued Building Permit

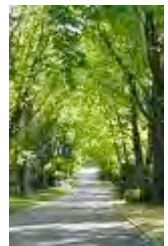
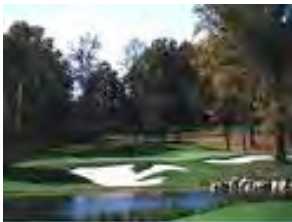
COMPLETION

No Certificate of Occupancy or Completion will be issued until all of the following are completed on each project:

- **Final Inspection by the Assistant Building Inspector** (any site plan or 50% additions will require on-site inspection by the Board of Zoning and Appeals.)
- **Final Cost/Professional Certificate Affidavit** (obtained from the Village upon completion of project) signed and notarized and submitted to the Building Department.
- **One (1) set of final revised plans**, signed and sealed, must be submitted by the Architect/Engineer of record before the certificate is processed.
- **Final survey (if required)**
- **Electrical Underwriters Certificate**
- **All Propane Tanks require a final inspection by the Fire Marshall's Office** and a letter issued to the applicant by that office, returned to the Village.
- **Any additional fees**

Your Permit will remain open until a Certificate is issued by the Village. Open permits will be subject to additional extension fees and will be billed monthly. Remember to properly and promptly close all your open permits.

Any questions can be directed to the Building Department at 516.883.3044 between the hours of 9 AM and 3 PM.

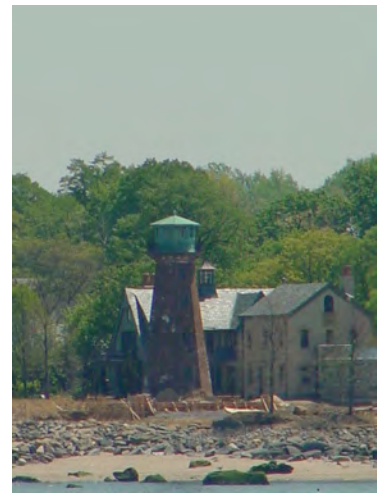




NON-COMPLIANCE

Any violation of a condition for a permit may result in any or all of the following:

- Violation
- Summons
- Fine
- Revocation of Permit



CONTACT

If you have any questions, please contact the Village Building Department at 516.883.3044

Building Coordinator	Joanne Peterson
Assistant Building Inspector	Dennis Davison
Assistant Building Inspector	Donald Alberto

GOOD NEIGHBORS

Please be considerate of others during your construction project. Issues such as noise, litter, site erosion, parking, and the hours during which construction work is permitted are regulated with an eye towards maintaining the tranquility and appearance of the Village.

Remember that you are ultimately responsible for the actions of those who are working on your project.