



## INCORPORATED VILLAGE OF LINDENHURST

430 SO. WELLWOOD AVENUE - LINDENHURST, NEW YORK 11757

### BUILDING PERMIT APPLICATION REQUIREMENTS:

- Building permit application filled out and property owners' (proof of ownership may be required) signature notarized.
- 4 copies of survey submitted with location of extension, dormer, shed, etc. and dimensions indicated. (*Survey must have dimensions and locations of all existing and proposed structure(s)*). Height elevation data from the centerline of the road is required for any 2<sup>nd</sup> story/dormer construction. Elevation data will also be required for accessory structures, i.e. - garage, shed etc. **FAXED AND ILLEGIBLE SURVEYS ARE NOT ACCEPTABLE.**
- 4 sets of *legible* plans submitted (for proposed or existing structures) indicating details of construction (footing, foundation, framing, finish, etc.) and dimensions (sizes and locations). Structural Engineer's report is required for raising dwelling. All dormer construction, 1<sup>st</sup> & 2<sup>nd</sup> story additions, and/or commercial projects, require plans that have been sealed and signed by an architect.
- 8 individual photographs showing the entire property. (See attached diagram) All pictures are to be 3" x 5" minimum in size.
- Proof of Workmen's Compensation and Disability Insurance or waiver form. **(Contact your insurance agent for forms. Accord Forms are NOT acceptable!)**
- **There is a \$25 filing fee which is due at time of filing. This fee is non-refundable and will be credited toward your total permit fee.** Building permit fee is based on the estimated cost of construction, which is determined by square footage of work. i.e. - \$1000 (estimated cost of construction) fee would be \$100. Each additional \$1000 (estimated cost of construction) fee is an additional \$15. **(The fee is doubled for legalizing existing structures).**
- **ELECTRICAL CERTIFICATE & PLUMBING-** An electrical certificate will be required if any electrical work is being done or *has been done*. A list of electrical inspection services is listed below. (This list is subject to change). Also, a plumbing permit is required for any installation of heating, bath fixtures, etc. **The building permit will not be released to you until a plumbing permit application has been submitted!!** (*Please contact the Plumbing Inspector at 957-7517 on Tuesday or Thursday between 9:00 and 10:30 a.m.*). **NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED WITHOUT AN ELECTRICAL CERTIFICATE AND PLUMBING APPROVAL!**
- Building permits submitted for **NEW DWELLINGS and COMMERCIAL BUILDINGS** require Board of Health approval and drainage plan submitted to the Department of Highway. A 1-% site plan fee is required in addition to the building permit fee for all new dwellings and commercial buildings.
- Permits submitted for **demolition** of existing structures must include proof of disconnection of all utilities and sewer line. It also must include an asbestos inspection report from a licensed asbestos inspection company. No exceptions.

- If the property is located within freshwater or saltwater wetlands, you must contact the Department of Environmental Conservation to obtain a permit. A copy of the permit must be submitted along with your building permit application to this department.
- If it is the intention of the applicant, through proposed alterations or additions, to convert the dwelling to a temporary 2 family residence (or 2<sup>nd</sup> kitchen for personal use) a 2 family use application must be granted prior to issuance of the building permit.

**SURVEY REQUIREMENTS:**

- Survey dated not more than 5 years for any work requiring foundation, indicating proposed work.
- **FAXED AND ILLEGIBLE SURVEYS ARE NOT ACCEPTABLE.**
- If lot occupancy is not a concern, i.e.-dormer or 2<sup>nd</sup> floor, surveys not dated more than 10 years, indicating height elevation data from the centerline of the road, location and size of proposed work. (Provided that no other building permits have been issued).
- All new structures within a flood zone will require elevation certificate from a surveyor before issuance of certificate of occupancy.
- For legalization of existing work- survey indicating location and dimensions of work, if work done was other than internal, i.e.- garage conversion.

**PLAN REQUIRMENTS:**

- All plans must be neat, legible, and drawn to scale.
- Plans with multiple pages must be sorted properly into complete sets. (Page 1, 2, 3.....etc.)
- Plans must contain construction details and code compliance methods. i.e.- framing, fastening methods, window sizes and types, smoke detector locations, etc.
- Plans for projects involving structural issues must be signed by an architect or engineer licensed in New York State
- **Plans that do not meet the above requirements will be rejected and delay the issuance of your permit.**

**Electrical Inspection Services:**

Electrical Inspection Service, Inc.  
375 Dunton Ave. E. Patchogue , NY 11772  
(631) 286-6642

Electrical Inspectors, Inc.  
308 East Meadow Ave. E. Meadow, NY 11554  
(516) 794-0400 1-800-794-1468

NY Board of Fire Underwriters  
40 Fulton Street NY, NY 10038  
1-(212) 227-3700 or (631) 277-5697

Long Island Electrical Inspection Service Inc.  
670 Middle Country Road, Saint James, NY 11780  
(631) 265-3075

Suffolk Bureau of Electrical Inspectors, Inc  
40 Nottingham Dr., Middle Island, NY 11953  
(631) 495-8136

Certified Electrical Inspectors  
188A Park Ave., Amityville, NY 11701  
(631) 598-5610

**WORKERS COMPENSATION REQUIREMENTS UNDER SECTION 57:**

To comply with coverage provisions of the Workers' Compensation Law, businesses must:

- a.) Be legally exempt from obtaining worker's compensation insurance coverage;
- b.) Obtain such coverage from insurance carriers; or
- c.) Be self-insured.

To Assist State and Municipal Entities in enforcing Section 57 of the Workers' Compensation Law, **businesses** requesting permits or seeking to enter into contracts **MUST PROVIDE ONE** of the following forms to entity issuing the permit or entering into a contract:

- a.) **C-105.21** – Statement for a Government Entity that a Business **Does Not** Require Workers' Compensation and/or Disability Benefits Coverage; **OR**
- b.) **C-105.2** – Certificate of Workers' Compensation Insurance (the business' Insurance carrier will send this form to the government entity upon request) **PLEASE NOTE:** The State Insurance Fund provides its own version of this form, the U-26.3; **OR**
- c.) **SI-12** – Certificate of Workers' Compensation Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247; **OR**
- d.) **GSI-12** – Certificate of Group Workers' Compensation Self-Insurance.

**DISABILITY BENEFITS REQUIREMENTS UNDER SECTION 220 SUBD 8**

To comply with coverage provisions of the Disability Benefits Law, Businesses may:

- a.) Be legally exempt from obtaining disability benefits insurance;
- b.) Obtain such coverage from insurance carriers; or
- c.) Be self-insured.

Accordingly, to assist State and Municipal entities in enforcing Section 220 SUBD 8 of the Disability Benefits Law, Businesses requesting permits or seeking to enter into contracts **MUST PROVIDE ONE** of the following forms to the entity issuing the permit or entering into a contract:

- a.) **C-105.21** – Statement for a Government Entity that a Business **Does Not** Require Workers' Compensation and/or Disability Benefits Coverage; **OR**
- b.) **DB-120.1** – Certificate of Disability Benefits Insurance (the Businesses' Insurance Carrier will send this form to the government entity upon request; **OR**
- c.) **DB-155** – Certificate of Disability Benefits Self-Insurance (the business calls the Board's Self Insurance Office at 518-405-0247.)