



## *Inc. Village of Woodsburgh*

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

### PERMIT APPLICATION REQUIREMENTS

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**All applications and plans must be submitted by PDF as well to  
Buildingdepartment@woodsburghny.com**

- ❖ 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 – Plans must include:
    - 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 must be shown on plans.
    - Elevation drawings including heights and height/setback ratios as well as a cross section.
  - ❖ Copy of the most up to date survey with grade elevations.
  - ❖ Completed Short Environmental Assessment Form (if required)
  - ❖ If the property is located in a flood zone an Elevation Certificate is required
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### **Additional Information**

- ❖ Separate applications are required for any plumbing, gas work, A/C, Generator, fences, demolition, paving and pools.
- ❖ All contractors must submit a copy of their **Nassau County Consumer's Affairs license** and **General liability insurance** with the Village of Woodsburgh as the certificate holder as well as additionally insured and **Worker's compensation**.
- ❖ Applications will be reviewed upon the submission of all required items

**Incomplete applications will not be accepted**

**\*NO WORK SHALL BEGIN UNTIL A PERMIT HAS BEEN ISSUED\***



# Incorporated Village of Woodsburgh

30 PIERMONT AVE HEWLETT, NY 11557  
TEL: 516-295-1400  
BUILDINGDEPARTMENT@WOODSBURGHNY.COM

## BUILDING APPLICATION

### Office Use Only

App Fee: \_\_\_\_\_  
App#: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Permit Fee: \_\_\_\_\_  
Certificate Fee: \_\_\_\_\_  
Total: \_\_\_\_\_

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

Residential Zone: \_\_\_\_\_ Lot Size: \_\_\_\_\_

- |                                       |  |   |                                   |                                |
|---------------------------------------|--|---|-----------------------------------|--------------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Alterations   | <input type="checkbox"/> Addition(s)                                      | <input type="checkbox"/> Pool     | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Demolition   | <input type="checkbox"/> Interior Demo | <input type="checkbox"/> Paving/Surface change<br>(other than a driveway) | <input type="checkbox"/> Driveway | <input type="checkbox"/> Other |

**Estimated Cost of Construction:** \$ \_\_\_\_\_

Description of work being performed: \_\_\_\_\_

Architect / Engineer's name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel #: \_\_\_\_\_

Contractor name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel #: \_\_\_\_\_

Nassau County Consumer Affairs License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Plumber: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel #: \_\_\_\_\_

Town License Name & Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### Affidavit of Owner / Applicant

State of NY  
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

Notary Stamp

Sworn To before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public

### Approval

Permission as required by the Building Code of Woodsburgh 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



**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
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ADDRESS OF PROPERTY	Check one	NAME OF BUSINESS
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CITY, TOWN, VILLAGE	ZIP	<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	CONTACT PERSON/OWNER
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ESTIMATED COST OF CONSTRUCTION:	<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	ADDRESS
		CITY, STATE, ZIP

WORK MUST BEGIN BY	PRINCIPLE TYPE OF CONSTRUCTION	PHONE
PERMIT EXP DATE		EMAIL

LOT SIZE S.F.	<input type="checkbox"/> STEEL <input type="checkbox"/> MASONRY <input type="checkbox"/> FRAME	<p align="center"><b>IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION</b></p>
# BLDGS ON LOT		

**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
<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION (CHANGE IN S.F.) <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.) <input type="checkbox"/> MAINTAIN (PRE-EXISTING) <input type="checkbox"/> RECONSTRUCTION <input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT <input type="checkbox"/> DORMERS <input type="checkbox"/> OTHER _____	CENTRAL A/C YES <input type="checkbox"/> NO <input type="checkbox"/> FINISHED ATTIC YES <input type="checkbox"/> NO <input type="checkbox"/> <b>BASEMENT FINISH</b> 1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> FULL <input type="checkbox"/>
<input type="checkbox"/> FIRE DAMAGE <input type="checkbox"/> GARAGE/ OUT BUILDING <input type="checkbox"/> HVAC <input type="checkbox"/> PLUMBING <input type="checkbox"/> RELOCATION <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> TENNIS COURT <input type="checkbox"/> CHANGE IN USE	

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 <input type="checkbox"/>	NO <input type="checkbox"/>	
VARIANCE OBTAINED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
CONSTRUCTION/RENOVATION IN EXCESS OF 50%	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
SURVEY ENCLOSED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

**PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE**

DATE OF GRANTING OF PERMIT \_\_\_\_\_

**SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING**

Signature of Applicant/Contact Person - Sign & Print \_\_\_\_\_

Address of Applicant/Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

FIELD REPORT ON REVERSE

TOWN  
SCHOOL DISTRICT  
SECTION  
BLOCK  
LOT(S)  
CA # OR BLDG #  
UNIT #  
DATE



*Incorporated Village of Woodsburgh*  
BUILDING DEPARTMENT

**Affidavit of Single-Family Dwelling**

\_\_\_\_\_, being duly sworn, deposes and says:  
(Print Name)

1. Your deponent resides at \_\_\_\_\_.
2. Your deponent is the owner of a single-family dwelling located at

\_\_\_\_\_

further identified as Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
under the Nassau Land Tax Map.

3. Your deponent is filing a Building Permit Application.
4. Your deponent makes this affidavit to assure the Building Inspector of the Incorporated Village of Woodsburgh and his employees, that he or she is maintaining a one family dwelling which is used as a one housekeeping unit, and that only one family occupies said dwelling.
4. Your deponent is aware of the fact that if there is any information received by the Village of Woodsburgh Building Department, which contradicts the statements herein contained, and which is confirmed thereafter through admissible evidence, he or she shall be subject not only to an immediate cause of action for whatever violations may be involved under the provisions of the Building Zone Ordinance of the Incorporated Village of Woodsburgh, but also prosecution for perjury.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_,

X \_\_\_\_\_  
Owner's Signature/Date

\_\_\_\_\_  
Notary Public



# *Inc Village of Woodburgh*

## 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 Woodburgh 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.
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)

<p><b>Notary Stamp:</b></p>
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Date: \_\_\_\_\_

# Village of Woodburgh

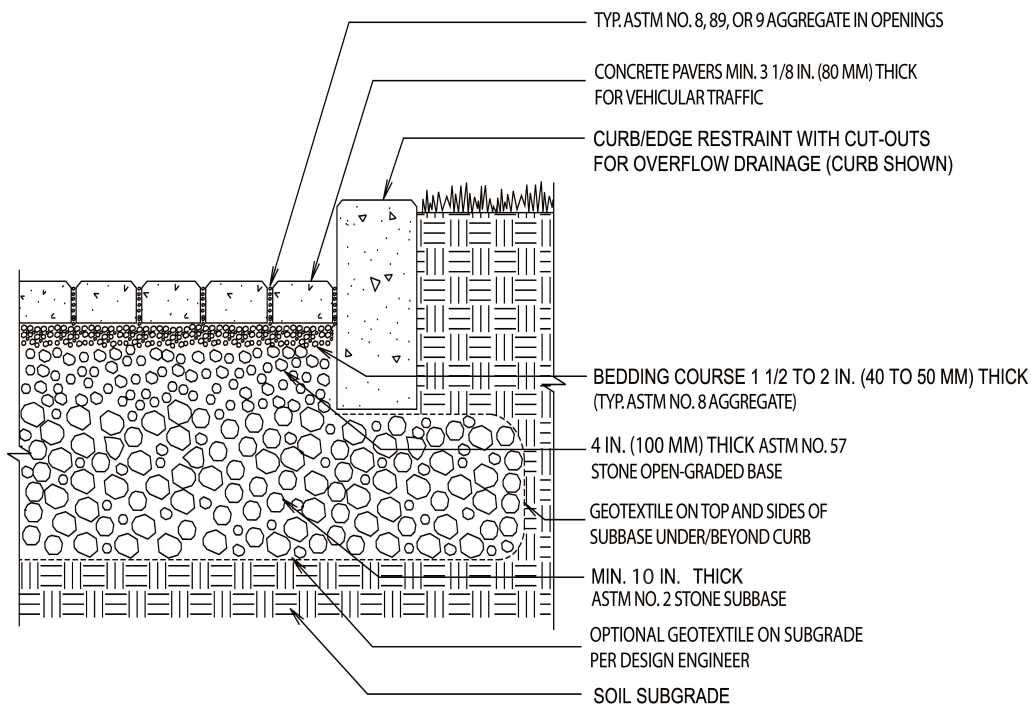
## PERMEABLE PAVER OWNER & CONTRACTOR CONSENT

Property: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

- Gap/Openings must be a minimum of 3/8 inch
- 13% of Surface shall be pervious
- Pavers must be **Interlocking** & approved by the Village

**\*NOTE: STEPPINGSTONES AND SLABS WILL NOT BE CONSIDERED AS PERMEABLE.**



### **Required Inspections by the Building Department:**

1. Excavation and permeability substrate soil condition.
2. Installation of gravel base to required depth & size.
3. Final installation of pavers.

We, the undersigned understand and agree to the requirements of the installation of permeable interlocking paver system and will contact the Building Department for the required inspections. We understand that if the pavers are not the approved type and/or are not installed properly, both paver and substrate will have to be removed and the correct paver and installation will be required.

Owner: \_\_\_\_\_  
(PRINT NAME)

Contractor: \_\_\_\_\_  
(PRINT NAME)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_