



Inc. Village of Woodburgh

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

PERMIT APPLICATION REQUIREMENTS

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

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 Woodburgh 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: _____

- ☐ New Building ☐ Alterations ☐ Addition(s) ☐ Pool ☐ Fence
☐ Demolition ☐ Interior Demo ☐ Paving/Surface change ☐ Driveway ☐ Other
(other than a driveway)

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

<div></div> <div>BUILDING PERMIT RESIDENTIAL PROPERTY DEPARTMENT OF ASSESSMENT NASSAU COUNTY 240 Old Country Road, Mineola, NY 11501 TOWN - CITY - VILLAGE OF: _____</div>					<div>NBHD# (ASSESSOR USE ONLY)</div> <div>DATE REC'D (ASSESSOR USE ONLY)</div>		TOWN										
<table><tr><td>SECTION</td><td>BLOCK</td><td>LOT (S)</td><td>SCH DIST #</td><td>PERMIT #</td><td>SPECIFIC ZONING DESIGNATION</td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>					SECTION	BLOCK		LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION						
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			SECTION								
ADDRESS OF PROPERTY				Check one		NAME OF BUSINESS				BLOCK							
CITY, TOWN, VILLAGE				ZIP		CONTACT PERSON/OWNER		LOT(S)									
ESTIMATED COST OF CONSTRUCTION:				<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE		ADDRESS			CA # OR BLDG #								
CITY, STATE, ZIP										UNIT #							
WORK MUST BEGIN BY		PRINCIPLE TYPE OF CONSTRUCTION		<div> </div>		PHONE			DATE								
PERMIT EXP DATE		<input type="checkbox"/> STEEL				EMAIL											
LOT SIZE S.F.		<input type="checkbox"/> MASONRY				IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION											
# BLDGS ON LOT		<input type="checkbox"/> FRAME															
DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)									BLOCK								
*INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT																	
PERMIT TYPE - CHECK ALL ITEMS THAT APPLY						DOES RESIDENCE HAVE THE FOLLOWING			LOT(S)								
<div><div><input type="checkbox"/> NEW BUILDING</div><div><input type="checkbox"/> ADDITION (CHANGE IN S.F.)</div><div><input type="checkbox"/> DEMOLITION</div><div><input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.)</div><div><input type="checkbox"/> MAINTAIN (PRE-EXISTING)</div><div><input type="checkbox"/> RECONSTRUCTION</div><div><input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT</div><div><input type="checkbox"/> DORMERS</div><div><input type="checkbox"/> OTHER _____</div></div> <div><div><input type="checkbox"/> FIRE DAMAGE</div><div><input type="checkbox"/> GARAGE/ OUT BUILDING</div><div><input type="checkbox"/> HVAC</div><div><input type="checkbox"/> PLUMBING</div><div><input type="checkbox"/> RELOCATION</div><div><input type="checkbox"/> REPLACEMENT</div><div><input type="checkbox"/> SWIMMING POOL</div><div><input type="checkbox"/> TENNIS COURT</div><div><input type="checkbox"/> CHANGE IN USE</div></div>																	



Incorporated Village of Woodburgh
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 Woodburgh 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 Woodburgh 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 Woodburgh, but also prosecution for perjury.

Sworn to before me this

_____ day of _____,

X_____
Owner's Signature/Date

Notary Public



Inc Village of Woodsburgh

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 Woodsburgh 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. Saturday- 9:00am to 5:00pm
 - c. 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)

Notary Stamp:



Date: _____

Village of Woodburgh

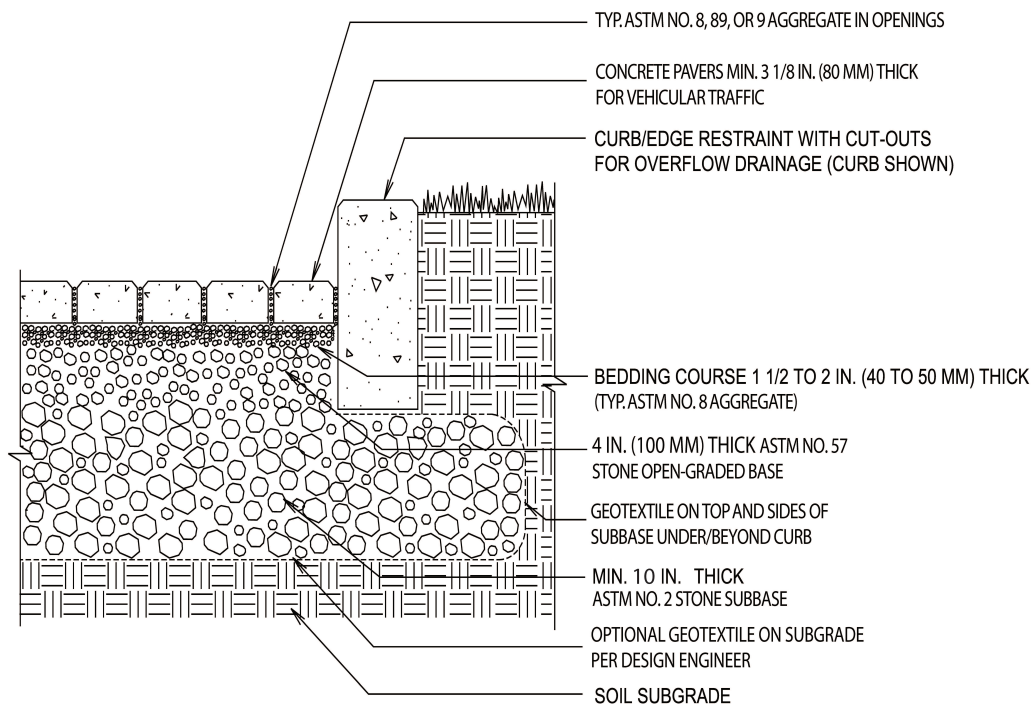
PERMEABLE PAVER OWNER & CONTRACTOR CONSENT

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: _____