

Building Department  
Incorporated Village of Lynbrook  
One Columbus Drive  
Lynbrook, NY 11563  
(516) 599-8828

The following information **MUST** be submitted before the Building Permit Application is deemed complete.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- Building Permit Application completed in full **WITH** notarized signature of Homeowner, and contact information
  - **All Commercial Building Permit applications must complete the Code Data Worksheet**
- Completed Nassau County Assessment form with signature
- **\$75** Nonrefundable Application Fee
- **TWO** sets of Architectural or Engineer's Drawings including all zoning setbacks noted on front page (**all plans must be stamped and signed**)
  - **Digital set of architectural plans and/or engineers' drawings must be submitted to [planssubmittals@lynbrookvillage.com](mailto:planssubmittals@lynbrookvillage.com)**
  - Design must comply with all applicable N.Y.S. Construction Codes.
- **TWO** copies of Property Survey
- Plumbing Permit Application **WITH** Homeowner signature and contact information. **Plumber must be licensed with the Village of Lynbrook.**
- Mechanical Permit Application **WITH** Homeowner signature and contact information.
- **THIRD PARTY INSPECTION APPLICATION** from the Electrician. **Electrician must be licensed with the Village of Lynbrook**
- Copies of **Updated** insurances for Plumber/Electrician/Contractor
  - Worker's Compensation
  - General Liability Certificate
- Copy of Contractor's Nassau County Consumer Affairs License

**ATTENTION SOLAR PANEL COMPANIES**

- (Note: Must comply with all applicable code requirements)
- You must include two (2) renderings that depict proposed solar panels on the building or structure. Solar companies must provide clear, color renderings of the panels superimposed on the roof along with both aerial and street view (front, side, etc.). If the panels cannot be seen from the street; please state on renderings. In addition, renderings must be emailed to [ghatton@lynbrookvillage.com](mailto:ghatton@lynbrookvillage.com) at the time of submittal to the Building Department, with the address of the property in the subject line. Please note that the homeowner must attend the Architectural Review Board meetings as well.

**\*\*You will not be on the agenda until conditions are met.\*\***

**Building Permit Applications (2 copies) & Nassau County Assessment Forms must be printed on legal size paper (8.5 X 14). Building Permit Applications and Nassau County Assessment forms submitted on 8.5 x 11 paper will not be accepted.**

Additional information regarding permit submittals can be found on the Village Website at  
<https://www.lynbrookvillage.net/forms-documents/>

BUILDING DEPARTMENT - INC. VILLAGE OF LYNBROOK
BUILDING PERMIT APPLICATION

Application # Application Fee: \$
Permit No. CO/CC# Permit Fee: \$
Property Address: Zone: Sec: Block: Lot:

I. TYPE AND COST OF BUILDING ALL APPLICANTS COMPLETE PARTS A THROUGH C.

A. Type of Improvement

- I. New Building/Structure
2. Addition (if residential enter# of new housing units added if any, in Part B)
3. Alteration (See 2 above)
4. Use
5. Other

WORK PROPOSED - Describe in detail use of building & work proposed. If use of existing building is being changed, enter proposed use.

C. Cost

Electrical: \$
Plumbing: \$
Materials: \$
Labor: \$
Total Cost of Improvement: \$

Cost must be accurate or application will not be reviewed.

B. Proposed Use

Residential
Existing. Proposed
One Family
Two Family
Multi Family - Number of Units
Garage
Other (Specify)

Commercial

Existing Use
Proposed Use

II. SELECTED CHARACTERISTICS OF BUILDING

- D. All Principal Type of Construction must be listed on the Architectural Drawings.
E. All Zoning Data must be provided on the Architectural Drawings.
F. Commercial applications must include Code Data Worksheet.

Note: The plumber and/or electrician must be licensed with the Village of Lynbrook. You must supply the name of the individual, not the company name.
Electricians must include 3rd party inspection application with submission.

III. IDENTIFICATION - ALL FIELDS MUST BE COMPLETED BY ALL APPLICANTS

Architect/Engineer:
\*Name \*Address
\*Phone Number \*Email
Property Owner:
\*Name \*Address
\*Phone Number \*Email
Contractor:
\*Name \*Address
\*Phone Number \*Email

Contractor must submit Nassau County Consumer Affairs License, Liability insurance and Worker's Compensation insurance certificates with the Inc. Village of Lynbrook as the Certificate Holder. If the contractor does not employ anyone, then an affidavit (C-105.21) from the Worker's Compensation Board must be submitted.
Property must be owner occupied for homeowner to act as contractor.

THE PROPERTY OWNER OF THIS BUILDING AND THE UNDERSIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE INCORPORATED VILLAGE OF LYNBROOK.
PROPERTY OWNER'S SIGNATURE MUST BE NOTARIZED

Owner's Name (Printed) Applicant's Name (Printed)
Owner's Signature Applicant's Signature
Notary Public



IN ORDER TO PROCESS YOUR APPLICATION THIS WORKSHEET MUST BE FULLY COMPLETED WITH ACTUAL DATA

## INC. VILLAGE OF LYNBROOK CODE DATA WORKSHEET

DATE: \_\_\_\_\_

APPLICATION NO:

PROPOSED TENANCY: \_\_\_\_\_ SQ FT: \_\_\_\_\_

PRIOR TENANCY: \_\_\_\_\_ SQ FT: \_\_\_\_\_

DESIGN PROFESSIONAL (RA/PE):

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF WORK:       [ ] PROPOSED NEW CONSTRUCTION  
                              [ ] MAINTAIN EXISTING CONDITIONS  
YEAR OF CONSTRUCTION

2020 BUILDING CODE OF NEW YORK STATE  
2020 RESIDENTIAL CODE OF NEW YORK STATE  
2020 EXISTING BUILDING CODE OF NEW YORK STATE  
2020 FIRE CODE OF NEW YORK STATE  
2020 PLUMBING CODE OF NEW YORK STATE  
2020 MECHANICAL CODE OF NEW YORK STATE  
2020 FUEL GAS CODE OF NEW YORK STATE  
2020 PROPERTY MAINTENANCE CODE OF NEW YORK  
STATE

**2020 ENERGY CONSERVATION CONSTRUCTION CODE  
OF NEW YORK STATE  
ANSI/ASHRAE/IES STANDARD ASHRAE90.1-2016 (I-P  
EDITION)**

2020 INTERNATIONAL BUILDING CODE COMPLIANCE METHOD:

☐ PRESCRIPTIVE

☐ PERFORMANCE

☐ WORK AREA

TYPE OF WORK:

<input type="checkbox"/> REPAIRS (401)	<input type="checkbox"/> ALTERATIONS – LEVEL 1 (701)	<input type="checkbox"/> ALTERATIONS – LEVEL 2 (801)
<input type="checkbox"/> ALTERATIONS – LEVEL 3 (901)	<input type="checkbox"/> CHANGE OF OCCUPANCY (1001)	<input type="checkbox"/> ADDITIONS (1101)
<input type="checkbox"/> HISTORIC BUILDINGS (1201)	<input type="checkbox"/> RELOCATED STRUCTURES (1401)	

ACTUAL CODE DATA MUST BE PROVIDED WHERE APPLICABLE  
CALCULATIONS MUST BE PROVIDED ON LINES 3, 4, 5.1 & 5.2

LEGEND: R – REQUIRED NR – NOT REQUIRED NS – NOT SHOWN ON DRAWINGS NC – NON-CONFORMING

NO.	TOPIC	CODE SECTION	REQUIRED/ ALLOWED BY CODE	ACTUAL PROPOSED/ MAINTAINED
1.0	USE & OCCUPANCY CLASSIFICATION PROPOSED/EXISTING	302.1		
1.1	MIXED OCCUPANCIES – NON-SEPARATED OR SEPARATED USES	504.2		
2.0	TYPE AND SUBTYPE OF CONSTRUCTION	601		
2.1	FIRE RESISTANCE RATING REQUIREMENTS FOR BUILDING ELEMENTS (HOURS)	TABLE 601		
2.2	FIRE RESISTANCE RATING REQUIREMENTS FOR EXTERNAL WALLS	TABLE 602		
3.0	GENERAL HEIGHT AND BUILDING AREAS	CHAPTER 5		
3.1	HEIGHT (FT)	TABLE 504.3		
3.2	NUMBER OF STORIES	TABLE 504.4		
3.3	FLOOR AREA (SQ FT PER FLOOR)	TABLE 506.2		
3.4	UNLIMITED AREA BUILDINGS	507		
4.0	FIRE PROTECTION SYSTEMS	CHAPTER 9		
4.1	AUTOMATIC SPRINKLER SYSTEM	903 (B) (F)		
4.2	PORTABLE FIRE EXTINGUISHERS (MUST SHOW LOCATIONS ON DRAWINGS)	906 (B) (F)		
4.3	FIRE ALARM AND DETECTION SYSTEM	907 (B) (F)		
4.3	CARBON MONOXIDE DETECTION SYSTEM	915 (B) (F)		
5.0	MEANS OF EGRESS	CHAPTER 10		
5.1	OCCUPANT LOAD	TABLE 1004.5		
5.2	MEANS OF EGRESS SIZING	TABLE 1005		
5.3	EXIT SIGN(S)	1013		
5.4	EGRESS ILLUMINATION (EMERGENCY LIGHTS)	1008		
5.5	STAIRWAYS/HANDRAILS/GUARDS	1011/1014/1015		
5.6	EXIT ACCESS	1006.2		
	SPACES WITH ONE MEANS OF EGRESS	TABLE 1006.2.1		
5.7	EXIT ACCESS TRAVEL DISTANCE	TABLE 1017.2		
5.8	CORRIDOR WIDTH	1020.2		
5.9	CORRIDOR FIRE RESISTANCE RATING	TALE 1020.1		
5.10	DEAD ENDS	1020.4		
5.11	CORRIDOR CONTINUITY	1020.6		
5.12	EXISTING/MINIMUM NUMBER OF EXITS	1006		
5.13	MINIMUM NUMBER OF EXITS OR ACCESS TO EXITS PER STORY	TABLE 1006.3.1		
5.14	ENCLOSURES	1023.2		
5.15	EMERGENCY ESCAPE AND RESCUE	1030		

**CODE DATA PAGE 2**

NO.	TOPIC	CODE SECTION	REQUIRED/ ALLOWED BY CODE	ACTUAL PROPOSED/ MAINTAINED
6.0	ASSEMBLY	SECTION 1029		
6.1	MAIN EXIT/OTHER EXITS	1029.2/1029.3		
6.2	PANIC AND FIRE EXIT HARDWARE (IF REQUIRED MUST PROVIDE A DOOR SCHEDULE)	1010.1.10		
6.3	INTERIOR BALCONY AND GALLERY MEANS OF EGRESS	1029.5		
6.4	TRAVEL DISTANCE	1029.7		
6.5	COMMON PATH OF TRAVEL	1029.8		
6.6	REQUIRED AISLES	1018		
7.0	ACCESSIBILITY	CHAPTER 11		
7.1	REFERENCE STANDARD	ICC/ANSI-A-117.1-2009		
8.0	ENERGY CONSERVATION CONSTRUCTION CODE OF NEW YORK STATE ANSI/ASHRAE/IES STANDARD ASHRAE90.1-2016 (I-P EDITION)	ECCCNYS		
8.1	OR COMCHECK CERTIFICATES *MUST BE SIGNED AND SEALED <i>DOWNLAD FREE SOFTWARE AT <a href="http://WWW.ENERGYCODE.GOV">WWW.ENERGYCODE.GOV</a></i>	ENVELOPE INTERIOR LIGHT EXTERIOR LIGHT MECHANICAL		
9.0	REQUIRED LIVE LOADS	TABLE 1607.1		
9.1	SNOW LOADS	FIGURE 1608.2	20 PSF	
10.0	PLUMBING REQUIRED NUMBER OF FIXTURES	CHAPTER 29 TABLE 2902.1		
11.0	HEAT/HVAC PRODUCING EQUIPMENT <i>MUST SUBMIT STRUCTURAL DIAGRAM / FRAMING PLAN</i>	2020 MECH OF NEW YORK STATE		
11.1	NUMBER OF UNITS AND LOCATION – GAS POWERED			
11.2	NUMBER OF UNITS AND LOCATION – ELECTRIC POWERED			
12.0	SITE WORK <i>*REFER TO TOB DEPT. OF P &amp; D INDIVIDUAL BUILDING SITE PLAN RULES AND REGULATIONS DATE 02/03/2010</i>			
12.1	LINEAR FEET OF CURBING			
12.2	SQUARE FEET OF CONCRETE/PAVER SIDEWALKS/CURB/RAMPS			
12.3	SQUARE YARDS OF ASPHALT PAVING			
12.4	CUBIC YARDS OF BASE			
12.5	NUMBER OF DRYWELLS/CATCH BASINS			
12.6	LINEAR FEET OF FENCE			
13.0	ALL OTHER APPLICABLE CODE(S) THAT APPLY TO THE SCOPE OF WORK BEING PERFORMED, i.e. ANY OTHER BUILDING CODES			
	NASSAU COUNTY FIRE MARSHAL			
	NASSAU COUNTY HEALTH DEPARTMENT			
	CURB CUTS <i>(CONTACT APPROPRIATE AGENCY – STATE, COUNTY OR TOWN)</i>			
	BACKFLOW PREVENTION SYSTEM <i>(CONTACT APPROPRIATE AGENCY)</i>			

*THE ABOVE IS A SUMMARY OF THE BASIC CODE, WHICH APPLIES TO MANY COMMERCIAL BUILDING APPLICATIONS, IT IS NOT MEANT TO BE A COMPLETE OR COMPREHENSIVE LIST OF APPLICABLE BUILDING CODE REQUIREMENTS, WHICH MAY APPLY TO ANY PARTICULAR OR GIVEN SITUATION.*

**OFFICE USE ONLY**  
PLAN EXAMINER COMMENTS

ORIGINAL INKED SEAL AND SIGNATURE OF A  
LICENSED PROFESSIONAL ENGINEER OR  
REGISTERED ARCHITECT REQUIRED

PLAN EXAMINER: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

DATE DENIED: \_\_\_\_\_