

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 [khabert@lynbrookvillage.com](mailto:khabert@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.\*\***

Additional information regarding permit submittals can be found on the Village Website  
at <https://www.lynbrookvillage.gov/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
1. 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

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

Commercial
Existing Use
Proposed Use

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

Cost must be accurate or application will not be reviewed.

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 \_\_\_\_\_

2025 BUILDING CODE OF NEW YORK STATE  
2025 RESIDENTIAL CODE OF NEW YORK STATE  
2025 EXISTING BUILDING CODE OF NEW YORK STATE  
2025 FIRE CODE OF NEW YORK STATE  
2025 PLUMBING CODE OF NEW YORK STATE  
2025 MECHANICAL CODE OF NEW YORK STATE  
2025 FUEL GAS CODE OF NEW YORK STATE  
2025 PROPERTY MAINTENANCE CODE OF NEW YORK STATE

**2025 ENERGY CONSERVATION CONSTRUCTION CODE  
OF NEW YORK STATE  
ANSI/ASHRAE/IES STANDARD ASHRAE90.1-2016 (1-P  
EDITION)**

2025 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:      NR – NOT REQUIRED                      NA – NOT APPLICABLE                      NS – NOT SHOWN ON DRAWINGS  
                 NC – NON-CONFORMING                      R – REQUIRED                      C - CONFORMS

| NO.  | TOPIC                                                             | CODE SECTION      | REQUIRED/<br>ALLOWED<br>BY CODE | ACTUAL<br>PROPOSED/<br>MAINTAINED |
|------|-------------------------------------------------------------------|-------------------|---------------------------------|-----------------------------------|
| 1.0  | USE & OCCUPANCY CLASSIFICATION PROPOSED/EXISTING                  | 302               |                                 |                                   |
| 1.1  | MIXED OCCUPANCIES – NON-SEPARATED OR SEPARATED USES               | 508.3<br>508.3.3  |                                 |                                   |
| 2.0  | TYPE AND SUBTYPE OF CONSTRUCTION                                  | 602               |                                 |                                   |
| 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 503         |                                 |                                   |
| 3.2  | NUMBER OF STORIES                                                 | TABLE 504.3       |                                 |                                   |
| 3.3  | FLOOR AREA (SQ FT PER FLOOR)                                      | TABLE 506.2       |                                 |                                   |
| 3.5  | FLOOR AREA MODIFICATIONS * BUILDING AREA                          | 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 1005.1      |                                 |                                   |
| 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<br>SPACES WITH ONE MEANS OF EGRESS                    | 1016 THROUGH 1021 |                                 |                                   |
| 5.7  | EXIT ACCESS TRAVEL DISTANCE                                       | TABLE 1017.2      |                                 |                                   |
| 5.8  | CORRIDOR WIDTH                                                    | 1020.3            |                                 |                                   |
| 5.9  | CORRIDOR FIRE RESISTANCE RATING                                   | TABLE 1020.2      |                                 |                                   |
| 5.10 | DEAD ENDS                                                         | 1020.5            |                                 |                                   |
| 5.11 | CORRIDOR CONTINUITY                                               | 1020.7            |                                 |                                   |
| 5.12 | EXISTING/MINIMUM NUMBER OF EXITS                                  | 1006.2.1          |                                 |                                   |
| 5.13 | BUILDING WITH ONE EXIT                                            | TABLE 1006.2.1    |                                 |                                   |
| 5.14 | ENCLOSURES                                                        | 1023.12, 1023     |                                 |                                   |
| 5.15 | EMERGENCY ESCAPE AND RESCUE                                       | 1030              |                                 |                                   |

**CODE DATA PAGE 2**

| NO.  | TOPIC                                                                                                                                                     | CODE SECTION                                            | REQUIRED/<br>ALLOWED<br>BY CODE | ACTUAL<br>PROPOSED/<br>MAINTAINED |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------|-----------------------------------|
| 6.0  | ASSEMBLY                                                                                                                                                  | SECTION 1030                                            |                                 |                                   |
| 6.1  | MAIN EXIT                                                                                                                                                 | 1030.2                                                  |                                 |                                   |
| 6.2  | OTHER EXITS                                                                                                                                               | 103.3                                                   |                                 |                                   |
| 6.3  | INTERIOR BALCONY AND GALLERY MEANS OF EGRESS                                                                                                              | 1030.5                                                  |                                 |                                   |
| 6.4  | TRAVEL DISTANCE                                                                                                                                           | 1030.7                                                  |                                 |                                   |
| 6.5  | COMMON PATH OF TRAVEL                                                                                                                                     | 1030.8                                                  |                                 |                                   |
| 6.6  | REQUIRED AISLES                                                                                                                                           | 1030.9                                                  |                                 |                                   |
| 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<br>ANSI/ASHRAE/IES STANDARD ASHRAE90.1-2016 (I-P EDITION)                                         | ECCCNYS                                                 |                                 |                                   |
| 8.1  | OR<br>COMCHECK CERTIFICATES<br>*MUST BE SIGNED AND SEALED<br><i>DOWNLAD FREE SOFTWARE AT <a href="http://WWW.ENERGYCODE.GOV/">WWW.ENERGYCODE.GOV/</a></i> | ENVELOPE INTERIOR<br>LIGHT EXTERIOR<br>LIGHT MECHANICAL |                                 |                                   |
| 9.0  | REQUIRED LIVE LOADS                                                                                                                                       | TABLE 1607.1                                            |                                 |                                   |
| 9.1  | SNOW LOADS                                                                                                                                                | FIGURE 1608.2                                           | 20 PSF                          |                                   |
| 10.0 | PLUMBING<br>REQUIRED NUMBER OF FIXTURES                                                                                                                   | CHAPTER 29<br>TABLE 2902.1                              |                                 |                                   |
| 11.0 | HEAT/HVAC PRODUCING EQUIPMENT<br><i>MUST SUBMIT STRUCTURAL DIAGRAM / FRAMING PLAN</i>                                                                     | 2020 MECH OF NEW<br>YORK STATE                          |                                 |                                   |
| 11.1 | NUMBER OF UNITS AND LOCATION                                                                                                                              |                                                         |                                 |                                   |
| 11.2 | NUMBER OF EXISTING UNITS AND LOCATION                                                                                                                     |                                                         |                                 |                                   |
| 11.3 | NUMBER OF REPLACEMENT UNITS AND LOCATION                                                                                                                  |                                                         |                                 |                                   |
| 11.4 | ELECTRICAL OR GAS POWERED                                                                                                                                 |                                                         |                                 |                                   |
| 12.0 | SITE WORK<br><i>*REFER TO TOB DEPT. OF P &amp; D INDIVIDUAL BUILDING SITE PLAN RULES<br/>AND REGULATIONS DATE 02/03/2010</i>                              |                                                         |                                 |                                   |
| 12.1 | LINEAR FEET OF CURBING                                                                                                                                    |                                                         |                                 |                                   |
| 12.2 | SQUARE YARDS OF ASPHALT PAVING                                                                                                                            |                                                         |                                 |                                   |
| 12.3 | CUBIC YARDS OF BASE                                                                                                                                       |                                                         |                                 |                                   |
| 12.4 | 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<br>BEING PERFORMED, i.e. ANY OTHER BUILDING CODES                                            |                                                         |                                 |                                   |
|      | NASSAU COUNTY FIRE MARSHAL                                                                                                                                |                                                         |                                 |                                   |
|      | NASSAU COUNTY HEALTH DEPARTMENT                                                                                                                           |                                                         |                                 |                                   |
|      | CURB CUTS<br><i>(CONTACT APPROPRIATE AGENCY – STATE, COUNTY OR TOWN)</i>                                                                                  |                                                         |                                 |                                   |
|      | BACKFLOW PREVENTION SYSTEM<br><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: \_\_\_\_\_