

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**
 - 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 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.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
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 _____

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.

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 _____

 BUILDING PERMIT RESIDENTIAL PROPERTY DEPARTMENT OF ASSESSMENT NASSAU COUNTY 240 Old Country Road, Mineola, NY 11501 TOWN - CITY - VILLAGE OF: <u>Inc. Village of Lynbrook</u>					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		
ADDRESS OF PROPERTY				Check one	NAME OF BUSINESS	
CITY, TOWN, VILLAGE			ZIP	☐ OWNER OR ☐ LESSEE	CONTACT PERSON/OWNER	
ESTIMATED COST OF CONSTRUCTION:					ADDRESS	
					CITY, STATE, ZIP	
WORK MUST BEGIN BY		PRINCIPLE TYPE OF CONSTRUCTION			PHONE	
PERMIT EXP DATE		☐ STEEL			EMAIL	
LOT SIZE S.F.		☐ MASONRY			IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION	
# BLDGS ON LOT		☐ FRAME				
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	
☐ NEW BUILDING ☐ ADDITION (CHANGE IN S.F.) ☐ DEMOLITION ☐ ALTERATION (NO CHANGE IN S.F.) ☐ MAINTAIN (PRE-EXISTING) ☐ RECONSTRUCTION ☐ DECK, TERRACE, PORCH, CARPORT ☐ DORMERS ☐ OTHER _____ ☐ FIRE DAMAGE ☐ GARAGE/ OUT BUILDING ☐ HVAC ☐ PLUMBING ☐ RELOCATION ☐ REPLACEMENT ☐ SWIMMING POOL ☐ TENNIS COURT ☐ CHANGE IN USE					CENTRAL AIR YES ☐ NO ☐	
					FINISHED ATTIC YES ☐ NO ☐	
					BASEMENT FINISH	
					1/4 ☐ 1/2 ☐ 3/4 ☐ FULL ☐	
PROPOSED TOTAL PLUMBING FIXTURES						
FLOOR/FIXTURE	BASEMENT		1ST FLOOR		2ND 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 ☐	NO ☐		
VARIANCE OBTAINED			YES ☐	NO ☐		
CONSTRUCTION/RENOVATION IN EXCESS OF 50%			YES ☐	NO ☐		
SURVEY ENCLOSED			YES ☐	NO ☐		
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						