

REQUIREMENTS FOR SUBMISSION OF AN APPLICATION
FOR
BUILDING PERMIT

1. Application filled out in duplicate and **signed by owner of property** in all places applicable to the work being done.
2. Provide 3 copies of an up-dated Survey showing all existing improvements (house,garage,decks, etc.)
3. Copies of Nassau County Board of Assessors form, in duplicate, completely filled out and signed.
4. **Copies of Workman's Compensation Insurance Certificate (C105.2) and Disability Insurance Certificate (DE120.1) and Liability Insurance with Village named as Certificate Holder, and your license from Nassau County or Towns.**
5. Three (3) complete sets of plans signed and sealed by an Architect or Engineer licensed by the State of New York. Computer printout showing compliance with new IBC Energy Code must be submitted with plans. (See www.energycodes.gov for info).
6. Check made out to: Inc. Village of Russell Gardens for the Building Permit Fee which is **non-refundable**.
7. Indicate if dumpster will be required. If so, dumpster cannot be placed on any Village street, but, must be placed on homeowner's property. A fee of \$10.00 must be paid before placing dumpster on property.
8. **Homeowners are to notify neighbors of work prior to the start by letter or in person.**
9. Notice that work is to commence under the Building Permit must be given to the Building Inspector as well as subsequent required inspections. NO CERTIFICATE OF OCCUPANCY/COMPLETION WILL BE ISSUED IF ABOVE HAS NOT BEEN COMPLIED WITH.
10. **HOURS OF PERMITTED WORK: MONDAY-FRIDAY: 8AM-6:00PM SATURDAY: 9AM-6PM/NO WORK ON SUNDAY/HOLIDAYS.**
11. The homeowner/contractor is responsible for the removal of all construction debris. **NOTHING** is to be left for Village Crew/Garbage Company to remove.

NOTE: ALL OF THE ABOVE DOCUMENTS MUST BE SUBMITTED BEFORE ANY ACTION WILL BE TAKEN ON YOUR BUILDING PERMIT.

Appointment is to be made with the Building Inspector for final inspection. A Fire Underwriter's Certificate is required where necessary.

INC. Village of Russell Gardens
6 Tain Drive, Great Neck, NY 11021