



DEPARTMENT OF BUILDINGS
INCORPORATED VILLAGE OF GARDEN CITY
 VILLAGE HALL
 351 STEWART AVENUE
 GARDEN CITY, NY 11530
 516-465-4040(O) – 516-742-5377 (F)
 DOB@GARDENCITYNY.NET

MINOR BUILDING PERMIT APPLICATION	
<i>OFFICE USE ONLY</i>	
APPLICATION #	
Permit #	
Fee Collected	\$

1. Filing Status – Check all that apply in this section.

Initial Submission (New Buildings)
 Initial Submission (Addition to New Building)
 P.A.A (Post Approval Amendment)
 Demolition

2. Cost of Construction – (Industry Standards)

Estimated Cost \$ Fee \$ Deposit \$ Total \$

3. Property Information

Address: _____ Garden City N.Y 11530
 Map: _____ Block: _____ Lot(s): _____ Zoned: Residential Commercial

4. Plans Submitted – Describe Below

FENCES DRIVEWAYS TEMPORARY STRUCTURES MINOR CONSTRUCTION SURVEY
 OTHER: _____ Will structural stability be affected by this alteration? YES NO

5. Job Description - Scope of Work

Description of Work: _____

Indicate any and all Demolition (Full Demolition Requires a Separate Form):

6. Owner/ Tenant Information Check box if Owner Address is the same listed above:

Last Name: _____ First Name: _____ M.I: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Cell: _____ Email: _____

7. Applicant Information NYS License #: _____ Same as Owner

Last Name: _____ First Name: _____ M.I: _____
 Company Name: _____ Email: _____
 Company Address: _____ City: _____ State: _____ Zip: _____
 Office Phone: _____ Fax: _____ Cell: _____

8. Contractor / Construction Manager NYS License #: _____

Last Name: _____ First Name: _____ M.I: _____
 Company Name: _____ Email: _____
 Company Address: _____ City: _____ State: _____ Zip: _____
 Office Phone: _____ Fax: _____ Cell: _____

Additional Notes:

9. Property Owner Same as Owner:

The undersigned affirms that he/she is the owner of the property described herein, hereby gives the consent to this application and fully understands the requirements contained therein in order to receive a Certificate of Occupancy.

Signature: _____ Print Name: _____ Date: _____
 Email: _____ Phone: _____ Cell: _____

10. Applicant Statement & Signature

The undersigned affirms that he/she is authorized to make this application, is responsible for the work described, and that all statements and documents contained herein are true and accurate to the best of his/her knowledge and belief.

Signature: _____ Print Name: _____ Date: _____
 Email: _____ Phone: _____ Cell: _____

Forms Submitted – All information to be provided Workers Compensation Disability Insurance Compensation

Incomplete applications will not be accepted. This form must be typewritten and submitted in duplicate (1 original and 1 copies).



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INSTRUCTION PAGE

****This section is not to be submitted with your application – For Information Purposes Only ****

- Application for **Minor Building Permit** (for Fences, Pool, Driveway, replacement windows, accessory structures)
- Nassau County Assessors Form
- Two (2) sets of construction drawings, specifications and full zoning analysis
- Property survey indicating current conditions
- N.Y.S. Energy Code calculations (signed and sealed by R.A. or P.E.) or on plans.
- Workers Compensation and Disability Insurance Certificates (**not Accord form**)
- Permit Applications from licensed plumber, electrician and/or mechanical contractor

FEE DESCRIPTION	TOTAL FEES
RESIDENTIAL -MINOR	\$150.00 FLAT FEE
RESIDENTIAL	\$400.00 FOR THE FIRST \$1000 OF ESTIMATED COST PLUS \$20 FOR EACH ADDITIONAL \$1000
RESIDENTIAL DEPOSIT	\$300.00 FOR THE FIRST \$1000 OF ESTIMATED COST PLUS \$20 FOR EACH ADDITIONAL \$1000
COMMERCIAL	\$500.00 FOR THE FIRST \$1000 OF ESTIMATED COST PLUS \$20 FOR EACH ADDITIONAL \$1000
COMMERCIAL DEPOSIT	\$500.00 FOR THE FIRST \$1000 OF ESTIMATED COST PLUS \$20 FOR EACH ADDITIONAL \$1000
COMMERCIAL FAST TRACK	\$1000.00 + \$150 FOR THE FIRST \$1000 OF ESTIMATED COST PLUS \$20 FOR EACH ADDITIONAL \$1000
AMENDMENTS- ADMINISTRATIVE	
ADMINISTRATIVE CHANGES (CONTRACTOR, OWNERS) MINOR CHANGES WHICH DO NOT REQUIRE AMENDING APPROVED PLANS	\$25 PER SUBMISSION REQUEST
AMENDMENTS- POST APPROVAL	
PLAN REVIEW (ADDING, SUBTRACTING SCOPE OF WORK) REQUIRES PLAN REVIEW AND APPROVALS TO AMEND AN EXISTING PERMIT ISSUED	\$125 FOR THE FIRST \$1000 OF ESTIMATED COST PLUS \$20 FOR EACH ADDITIONAL \$1000 PER SUBMISSION REQUEST
MAINTAIN & LEGALIZATION (PREBUILT / INSTALLED ITEMS)	3X PERMIT FEE + PERMIT FEE (IF APPLICABLE)

ALL FEES INCLUDE CERTIFICATE FEE

Residential: \$400 for the first \$1000 of estimated cost plus \$20 for each additional \$1000 in cash or check payable to the Incorporated Village of Garden City (Triple fee + Permit fee for pre-built structures).

Commercial: \$500 for the first \$1000 of estimated cost plus \$20 for each additional \$1000 in cash or check payable to the Incorporated Village of Garden City (Triple fee + Permit fee for pre-built structures).

Deposit of \$300 (residential) \$500 (commercial) for the first \$1000 of estimated cost plus \$20 for each additional \$1000 in cash or check from property owner (for residential) payable to the Incorporated Village of Garden City.

REQUIRED INSPECTIONS Not limited to the following:

Foundation: Excavation, footings and walls for new buildings, submit foundation survey prior to framing (*unless otherwise required*).

Framing: At completion of wind bracing, plumbing, mechanical and electrical roughing.

Insulation: Prior to application of interior finishes plumbing, mechanical and electrical: main service installation, roughing and final.

Final: Upon completion of all work (*See note below*).

- Inspection requests must be made at least one day in advance with permit number
- Approved plans must be on job site with contractor present for all inspections.
- Permit must be posted in front window or door until final building certificate has been issued.

REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY AND/OR CERTIFICATE OF COMPLIANCE:

- Final approval of all inspections
- Electrical Certificate
- Affidavit of final cost (*new buildings only*)
- Two (2) copies of final survey (*must show all dimensions to all structures, heights, etc...*)
- Certification letter for landscaping, if applicable

Disclosures:

- Final Building Inspection will only be performed once all other associated permits have been completed and all final documentations have been received and reviewed.
- Maintain and legalization applications must be filed separately from new construction.
- All structures are to be filed under separate applications.
- Incomplete applications will not be accepted.



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- **Must comply with building, energy, accessibility code, etc.**

INSTRUCTION PAGE

SECTION	INSTRUCTIONS
1. Filing Status	Check (X) the appropriate box for purpose of filing. Only one box may be checked (X). Provide any other requested information.
2. Cost of Construction	Provide the Estimated Cost of all work that will be completed. Fees can be found in Fee Schedule listed on our Website.
3. Property Information	Provide the house number and street name (if available) or Block and Lot. All information is to be provided since permits are based on location. Be specific as possible on actual location.
4. Plans Submitted	Check (X) the appropriate boxes for all plans that were submitted. All are required for a Building Permit to be granted.
5. Job Description	Provide a brief description of the work to be covered under this application.
6. Owner / Tenant Application	All information is required, unless address was stated under "Property Information," in which case check the box in the right hand corner.
7. Applicant Information	All information must be provided by the Applicant for the project, unless already stated in "Owner/Tenant Information." In which case, check box in right hand corner. Must include NYS License #.
8. Contractor / Construction Manager	All information is required. If there are any additional notes, there is space provided.
9. Property Owner Statement and Signature	If Property Owner information was previously stated in "Owner Tenant Application," then check the box in the right hand corner, print, sign, and date.
10. Applicant Information Statement and Signatures	All information is required, unless phone numbers were provided under "Applicant Information" In which case, check box in right hand corner, sign, print, and date. STILL MUST SIGN IF APPLICANT IS THE SAME AS PROPERTY OWNER

BUILDING PERMIT REQUIREMENTS

Submission date:

Hearing date:

**Three (3) complete, collated packages consisting of the following checked () items:
 All architectural review applications must comply with the village code (chapter 57-5)**

- 1. Detailed drawings of proposed plans. The drawing list must consist of the following;
 - 1. Existing conditions survey and building plans.
 - A. Floor plans
 - B. Roof plan
 - C. Building elevations
 - 2. Proposed site plan including the existing conditions data as a composite drawing.
 - 3. Proposed building floor plans.
 - 4. Proposed roof plan.
 - 5. Proposed building sections including existing building assemblies to be altered.
 - 6. Proposed building elevations with one (1) color rendered building elevation or one (1) photo shop building elevation.
 - A. All proposed finish materials are to be identified.
 - B. All drawings are to include dimensions, elevation heights and datums.
- 2. Sectional drawings to explain the character of the design. *(See drawing list)*
- 3. Complete and accurate exterior elevations of all façade s, drawn at a scale adequate to show clearly the appearance of all proposed buildings and structures. *(See drawing list)*
- 4. The title of the drawing, including the name and address of the applicant, the owner and the person responsible for preparation of such drawings. *(See drawing list)*



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- 5. A north arrow, scale and date on all plans.
- 6. Boundaries of the property plotted to scale. *(See drawing list)*
- 7. Existing buildings and structures to remain or to be removed.
- 8. The location, design, type of construction, proposed use and exterior dimensions of all buildings. *(See drawing list)*
- 9. The location, design and type of construction of all pedestrian access.
- 10. An exterior lighting plan adequate to determine its character, the location and design of building and outdoor lighting facilities and means of illumination, and to enable review of possible hazards and disturbances to the public and adjacent properties. Provide all lamp types, lumen outputs and fixture catalog cuts.
- 11. The location and design of all existing and proposed site improvements, including drains, culverts, walls, fences, hedges and screen plantings and all existing trees on the subject property which have a diameter of eight (8) inches or greater, measured eighteen (18) inches above the ground.
- 12. A description of the method of public water supply and sewage disposal and the location of such facilities.
- 13. The location of fire and other emergency zones, including the location of fire hydrants. *(See drawing list)*
- 14. The location and design of all utilities, including electrical, gas and solar energy, telephone and cable television. *(See drawing list)*
- 15. The location and proposed development of all buffer areas, including existing vegetative cover.
- 16. Identification of the location and amount of building area proposed for each intended use, including storage and common areas, and the location of outdoor storage, if any.
- 17. A general landscaping plan and planting schedule.
- 18. An estimated project construction schedule.
- 19. Identification of state, county, town or other agency approval or permits required for the execution of the project along with copies of all applications for such approval or permits.
- 20. Part 1 of an environmental assessment form (eaf) in accordance with the state environmental quality review act and regulations (seqra).
- 21. Any other item deemed to be necessary by the superintendent of buildings or the board of architectural design review board, including but not limited to traffic studies.
- 22. Building permit application filled out completely if already filed.
- 23. Existing survey, showing current conditions of the property. A current updated survey may be required
- 24. Other:

Your design professional is requested to be present at the architectural review board hearing. You are required to provide all the items checked above. All items are to be indicated in your submission by reference and supportive documents. All physical items are to be brought to the hearing on the day your application is scheduled to be heard.

Please note:

Any items not currently checked may be required upon review and approval of the architectural design review board.

Please be reminded that no work is to commence until all building application(s) submission and a permit(s) have been issued by the buildings department.

The original and **seven (7)**, total of 8 copies of the letter(s) and all other attachments outlined above must be folded and collated into eight (8) complete sets. Samples of all materials must be brought to the meeting.

All documents must be folded, collated and stapled into eight individual sets or they will not be accepted.

All ADRB applications are not reviewed for zoning