



## Town of North Hempstead

Department of Building Safety Inspection and Enforcement

210 Plandome Road, Manhasset, NY 11030-2327

Tel. (516) 869-6311

Fax. (516) 869-7662

www.northhempsteadny.gov

### CERTIFICATE OF EXISTING USE REQUIREMENTS SHEET

Refer to §70-223 of the Code of the Town of North Hempstead

All Applications for a Certificate of Existing Use shall include the following documentation:

1. Two (2) copies of the completed application forms for a Certificate of Existing Use.
2. An original Certificate of Electrical Inspection issued by an electrical inspection agency licensed by the Town of North Hempstead, dated within one year of the date of the application.
3. Two (2) copies of a current survey of property showing all structures and their setbacks, all pavement and other site features including retaining walls, parking stalls, accessory structures, fences, air conditioning units, etc. The survey must be dated within one year of the date of the application and contain the original seal and signature of the licensed land surveyor.
4. Two (2) complete sets of floor plans of each level of each structure(s) for which a Certificate of Existing Use is being sought. Any basement/cellar and any walk-up attic space shall be labeled as finished or unfinished. All spaces shall be labeled with its use. All plans shall be drawn to a scale of  $\frac{1}{4}'' = 1'$  in a professional manner with all room dimensions shown on the plans. All plumbing fixtures, heating equipment, fireplaces and gas appliances must be shown. The location of all required smoke alarms and carbon monoxide alarms must be provided.
5. Photographs showing all portions of all exterior elevations of the structure(s). In lieu of photographs dimensioned elevations drawn to scale may be submitted.
6. Supporting documentation that the structure(s) or use were in existence prior to 1938. This may include a copy of the Nassau County Tax Assessor's card, tax bills, insurance policies, supporting affidavits, etc.
7. Non-refundable permit fee as follows:

One or two family dwelling:	\$200
All other premises:	\$750

#### Notes:

1. Upon review and acceptance of the Application an inspection of the interior and exterior of the premises shall be arranged prior to issuance of the Certificate of Existing Use.
2. If the use of the building is not permitted under the provisions of the current Code of the Town of North Hempstead, the provisions of §70-223.E shall be enforced. If it is determined that the structure has been altered subsequent to 1938, evidence shall be provided that the additional work has received a Certificate of Completion before the Building Commissioner may consider whether a Certificate of Existing Use is applicable.
3. Smoke alarms shall be installed in each bedroom, in the hallways outside each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story of the dwelling, including basements/cellars. Carbon monoxide alarms shall be installed on any story having a sleeping area and on any story where fuel-fired appliances and equipment, fireplaces or attached garages are located. Carbon monoxide alarms are prohibited from being located within or near the openings to garages, bathrooms and boiler rooms. Smoke alarms and carbon monoxide alarms are permitted to be battery powered in existing dwellings.

**Applicant shall provide complete information on all forms. Do not leave any item blank. Incomplete applications will not be accepted for filing.**



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The following is a list of agencies currently approved to perform electrical inspections in the unincorporated areas of the Town of North Hempstead.

We will accept a Certificate from a previously approved Underwriter no longer on this list only for final close out of an existing job which was begun by that Underwriter.

1. Certified Electrical Inspections, Inc.  
188 Park Avenue  
Amityville, NY 11701  
Phone: 631-598-5610  
Fax: 631-598-0541  
Website: [www.cei-ny.com](http://www.cei-ny.com)
2. Electrical Inspectors, Inc.  
300 East Meadow Avenue  
East Meadow, NY 11554  
Phone: 516-794-0400 or  
800-794-1468  
Fax: 516-794-5854  
Website: [www.electricalinspectors.com](http://www.electricalinspectors.com)
3. Electrical Inspection Services, Inc.  
375 Dunton Avenue  
East Patchogue, NY 11772  
Phone: 516-466-6486 or  
631-286-6642  
Fax: 631-286-6683  
Website: [www.eislongisland.com](http://www.eislongisland.com)
4. Long Island Electrical Inspections Limited (Jim Owens)  
25 October Walk  
Long Beach, NY 11561  
Phone: 516-865-2548 or  
888-571-7980  
Fax: 888-571-7981  
Email: [jowens@lieil.net](mailto:jowens@lieil.net)
5. Suffolk Bureau of Electrical Inspectors Inc.  
40 Nottingham Drive  
Middle Island, NY 11953  
Phone: 631-495-8136  
Fax: 631-980-6455  
Email: [sbeigs@gmail.com](mailto:sbeigs@gmail.com)
6. Alliance Electrical Inspection Limited  
707 Hyman Avenue  
West Islip, NY 11795  
Phone: 631-539-6055  
Phone: 516-248-0820  
Website: <http://allianceeil.com>
7. Long Island Electrical Inspectors Inc.  
21 Third Avenue, Suite 3  
Bay Shore, NY 11706  
Phone: 631-581-8697  
Fax: 631-224-4432  
Email: [lieinspectors.com](mailto:lieinspectors.com)



**Town of North Hempstead**  
Department of Building Safety Inspection and Enforcement

210 Plandome Road, Manhasset, NY 11030-2327  
Tel. (516) 869-7660 Fax. (516) 869-6311 [www.northhempsteadny.gov](http://www.northhempsteadny.gov)

Application Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

**APPLICATION FOR A CERTIFICATE OF EXISTING USE**

Issued Pursuant to §70-223 of the Code of the Town Of North Hempstead

**Location of Permit Activity:**

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot (s): \_\_\_\_\_ Date: \_\_\_\_\_  
Street \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Owner Information:**

Last \_\_\_\_\_ First \_\_\_\_\_ Corp. \_\_\_\_\_  
Street \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip \_\_\_\_\_ Tel. \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Code: \_\_\_\_\_ Number \_\_\_\_\_

**Applicant Information:**

Last \_\_\_\_\_ First \_\_\_\_\_ Corp. \_\_\_\_\_  
Street \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip \_\_\_\_\_ Tel. \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Code: \_\_\_\_\_ Numb \_\_\_\_\_

**OWNER'S AFFIRMATION**

I (Owner's Name) \_\_\_\_\_, hereby apply to the Department of Building, Safety Inspection and Enforcement of the Town of North Hempstead for a Certificate of Existing Use: I certify that, to the best of my knowledge, the subject building was constructed prior to 1938, and I have provided supporting evidence with this application. Should it be determined by the Commissioner of Buildings that the existing use does not conform to the provisions of Chapter 70 of the Code of the Town of North Hempstead applicable at the time of this filing, I shall comply with the provisions of Section 70-223 E. and all other provisions of the Code of the Town of North Hempstead. Should it be determined by the Commissioner of Buildings that the existing configuration is not supported by the evidence provided with this application as having been constructed prior to 1938, I shall prepare applications to maintain the structure(s) on the property as they exist in their current configuration.

State of New York }  
County of Nassau }

\_\_\_\_\_ Please print - property in name of  
depose and says that he / she resides at \_\_\_\_\_  
Mailing address of owner  
in the State of \_\_\_\_\_, that he / she is the owner in fee of all certain lots, parcels of land shown on the attached survey Section \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_, situated, lying and being within the unincorporated area of the Town of North Hempstead; that I / We have read and understand the Owner's Affirmation as herein stated; And that I / We hereby names \_\_\_\_\_ as his / her representative to file this application on his / her behalf.  
Signature of Owner: \_\_\_\_\_  
Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Signature of Notary Public: \_\_\_\_\_

**Official Use Only**

**Conforming Use [ ]**

**Non - Conforming Use [ ]**

Plans Examiner Date \_\_\_\_\_

Inspector Sign-Off Date \_\_\_\_\_



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Street \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Owner Information:**

Last \_\_\_\_\_ First \_\_\_\_\_ Corp. \_\_\_\_\_  
Street \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Tel. Number \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Applicant Information:**

Last \_\_\_\_\_ First \_\_\_\_\_ Corp. \_\_\_\_\_  
Street \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Tel. Number \_\_\_\_\_ Fax Number: \_\_\_\_\_

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State of New York }  
County of Nassau }

\_\_\_\_\_ Please print - property in name of  
depose and says that he / she resides at \_\_\_\_\_ Mailing address of owner  
in the State of \_\_\_\_\_, that he / she is the owner in fee of all certain lots, parcels of land shown on the attached survey Section \_\_\_\_\_, Block  
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Conforming Use [ ]

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Plans Examiner Date

Inspector Sign-Off Date