



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Submittal Requirements – Accessory Buildings & Structures

Below are permit requirements specific to the construction of a new residential dwelling. Depending on your scope of work several associated permits may also be required. Those permits are listed at the end of this document.

1. A completed **Short Environmental Assessment form**. Complete only Part 1. It is not necessary to notarize this form.
2. A current **Property Survey** showing all existing conditions on the site.
3. A completed **Residential Zoning Analysis Sheet**, with seal and **original** signature of the design professional, and the following additional expanded zoning calculations:
 - a. Rear yard accessory building/structure coverage calculation.
 - b. Gross floor area breakdown diagram & calculation (only required when proposing a detached garage greater than 300 square feet).
4. A **Site Plan** showing:
 - a. The location and setbacks of the existing dwelling, all existing accessory buildings and structures, and all other existing site conditions.
 - b. The location, dimensions, and setbacks of the proposed accessory building or structure.
 - c. The distance of the accessory structure to any dwelling/residence on an adjoining lot (not required for fencing and retaining walls).
 - d. If the proposed accessory building/structure would reduce the exterior on-site parking area available, show the location of two on-site 10'x20' parking spaces (exterior or within a garage). Four spaces are required for a two-family dwelling.
5. **Construction drawings**, with seal and **original** signature of the design professional, including the following:
 - a. Architectural floor plans including structural framing and foundation of the accessory building/structure.
 - b. Elevations of the accessory building/structure including the height measured from the average grade.
 - c. Sections and details necessary to communicate the full construction of the accessory building/structure.
 - d. Design Criteria Specifications; Climate/Geographic, Load/Deflection, Fastener schedule, Uplift resistance connection details.
6. **Drainage Requirements** - When the additional impervious area exceeds 250 square feet or where conditions of the project area would otherwise fail to contain all storm water on-site, the following drainage related documentation must be submitted:
 - a. Drainage application.
 - b. Drainage system capacity calculations.
 - c. Locations, setbacks, and dimensions of drainage components such as drywells and trench/area drains, and slopes shown on the site plan.
 - d. Installation details for all storm water retention system components such as drywells.

NOTE: This guide is intended for most common accessory buildings and structures on Residential properties but cannot cover all scenarios. Accessory buildings with plumbing or space conditioning will have additional plumbing and/or HVAC permit submission requirements.



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Submittal Requirements – Accessory Buildings & Structures *Common Accessory Building & Structure Zoning Requirements*

- Accessory buildings and structures must be located in the rear yard unless otherwise noted below or within the Town zoning code.
- Accessory buildings and structures cannot occupy more than 40% of the rear yard.
- Accessory buildings and structures (other than fences and retaining walls) must be the following distances from dwellings/residences on adjoining properties; Res-AAA / Res-AA: 25 feet. Res-A / Res-B: 20 feet. All other districts: 15 feet.
- See Article XI; [§70-100.1](#) and [§70-100.2](#) of the Town of North Hempstead zoning code for full code text.
- Setback & Heights;

	Side & Rear Setback	Height	Other Requirements
Detached Private Garage	3' (25' if door faces the side)	15'	<ul style="list-style-type: none"> • Maximum size; 26 feet wide x 24 feet deep. • Counts as gross floor area when greater than 300 square feet • Permitted in a side yard but must comply with side yard setback/aggregate requirements of the zoning district.
Portable Shed	3'	10'	<ul style="list-style-type: none"> • Maximum size is 144 square feet.
Fireplace/Fire pit/Barbecue	10'	5'	
Pergola	3'	10'	
Deck/Terrace/Porch when attached or adjacent to dwelling	Requirements of zoning district for main dwelling on the property apply. See below for front yard encroachment provision.		
Deck on grade or raised patio	3'	8" max.	<ul style="list-style-type: none"> • Shall not be counted in rear yard coverage. • Drawings do not require seal of design professional.
All Other (except as 3' noted below)	3'	15'	

Additional provisions:

- Decks/Terraces/Porches/Porticos attached to the dwelling are permitted in the front yard in the permitted front yard encroachment area. See §70-101B of the zoning code. An average front yard setback calculation will be required for front yard encroaching structures.
- Retaining walls may not exceed 5 feet in height nor may they exceed the height of the higher grade they retain.
- Retaining walls in parallel step design must be separated by 5 feet (front face to front face). No location restriction but may not extend beyond the property.
- Decorative/light piers, maximum 4 in quantity, are permitted in the front yard. Maximum size 2' x 2' x 3' high to the top (including fixture).
- Arbors are permitted in the side yard as part of a line of fencing or other barrier. Maximum size 5' x 5' x 8' high.
- A flagpole is permitted in the front yard with a maximum height of 20 feet & property line setbacks at least equal to the height of the pole