



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

[www.northhempsteadny.gov](http://www.northhempsteadny.gov)

### Application for Certificate of Existing Use

Refer to [§70-223](#) of the Code of the Town of North Hempstead

Certificates of Existing Use are issued for structures for which there are **no record** at the Town of North Hempstead. 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.

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 1929, 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.

Upon initial review of your application, you will receive a **Property Owner Authorization-Certificate of Existing Use Form**. This form must be signed by the owner(s) of the property, notarized, and returned to us prior to the issuance of your permit.

The application fee for a Certificate of Existing use on a One- or Two-Family Dwelling is **\$250.00**. The application fee for a Certificate of Existing use on all other premises is **\$900.00**. Upon approval you will receive an email outlining the total due. Payment must be made online. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.



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Below is the list of documents required to be submitted with your application. Please consult your design professional or [contact us](#) if you have further questions.

<input checked="" type="checkbox"/>	<b>Certifications</b> - 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.
<input checked="" type="checkbox"/>	<b>Survey</b> - A current survey of property showing all structures and their setbacks, all pavement & other site features including retaining walls, parking stalls, accessory structures, fences, air conditioning units, etc. is required. 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.
<input checked="" type="checkbox"/>	<p><b>Plans</b> - Floor plans for each level of each structure 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 <math>\frac{1}{4}'' = 1'</math> in a professional manner with all room dimensions shown on the plans. All plumbing fixtures, heating equipment, fireplaces and gas appliances must be shown.</p> <p>The location of all required smoke alarms and carbon monoxide alarms must be provided. 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.</p>
<input checked="" type="checkbox"/>	<b>Photographs</b> - Photographs showing all portions of all exterior elevations of the structure(s). In lieu of photographs, dimensioned elevations drawn to scale may be submitted.
<input checked="" type="checkbox"/>	<b>Supporting Documentation</b> - Supporting documentation that the structure(s) or use were in existence prior to 1929. This may include a copy of the Nassau County Tax Assessor's card, tax bills, insurance policies, supporting affidavits, etc.