



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

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

### Commercial Building Permit Requirements

A commercial building permit is required for construction on all properties within the unincorporated areas of the Town of North Hempstead. The **Online Application** must be completed in its entirety and include a clear statement as to the scope of work proposed. Surveys, site plans, insurances and related documents **are required at application submission**. Electronic copies are preferred. If you are unable to provide electronic copies of any of the required documents you will need to submit paper copies within three days of submission. Your application will not be reviewed until all required documents have been submitted.

If your project includes the installation, replacement, and/or removal of any or all of the following: plumbing fixtures; gas or oil fired appliances; gas piping; sewer or septic systems; air conditioning or heating (HVAC) units or duct work; drainage/dry wells; sewer/septic infrastructure; water infrastructure, and or; fire sprinkler systems you will be required to complete one or more associated applications. The notification you receive upon submission of this Commercial Building Permit will direct you to submit the required associated permit(s). If your project includes the installation of Fire Alarms you must submit two copies of plans that indicate the proposed work that are signed and sealed by a New York State-Licensed Design professional and submit a copy of the filing receipt for the application that was submitted to the Nassau County Fire Marshal.

If your project includes any of the following: New work or alteration to a driveway or walkway approaching the sidewalk forward of the front property line within the public right-of-way (**R.O.W.**); new sidewalk; curbing; driveway apron; end-of driveway trench drain; and/or excavation in the roadway for the connection of new or repair of existing utilities; if the property fronts a Town, County or State owned road you must also obtain a *Road Opening Permit* from either the Town of North Hempstead Highway Department, Nassau County DPW, Incorporated Village or New York State DOT respectively. The notification you receive upon submission of this Building Permit will direct you to submit the required permit.

You do not need a permit for a dumpster if that dumpster is placed on your property. If, however the dumpster is placed on a public roadway you will need to obtain a dumpster permit from the Highway Department. If the property fronts a *Nassau County, New York State or Incorporated Village* roadway, permits for dumpster placement in the **R.O.W.** would need to be obtained from them.

If this application is to maintain (legalize) work which was performed without the benefit of a building permit a Certification Letter from a New York State-Licensed Design professional and an Electrical Inspection Certificate from an approved agency must also be submitted. A sample certification letter can be found [here](#).

If your scope of work does not conform to the Town Code, a Notice of Disapproval will be issued by either the Permit Division or Plan Examination Division. The Disapproval can then be used to file an appeal for a variance from the Board of Zoning Appeals which must be submitted **within 60 days** of the issuance of the Notice of Disapproval. All appeals for variances are heard at public meetings of the Board.

Upon initial review of your application, you will receive an **Owners Authorization 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 initial application fee for Commercial Building Permits where the total cost of construction of the project **exceeds \$11,000.00** is **\$350.00**. The initial application fee for permits where total cost of construction is **less than \$11,000.00** is **\$200.00** plus **\$14.00** per *thousand dollars* cost of construction. Fees are non-refundable and are **due upon submission of your application**. An exact **permit** fee will be calculated prior to permit issuance. For **"Maintain"** applications, used to legalize work done without the benefit of a permit, prior to the issuance of a permit and for work done illegally, a fee of two **(2) times the normal fee** will be charged. 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. Documents with a gray checkbox may not be required for all projects. Please consult your design professional or [contact us](#) if you have further questions.

<input checked="" type="checkbox"/>	<p><b>Commercial Zoning Analysis Sheet</b> – A Commercial Zoning Analysis including a seal and original signature of the design professional must be submitted for all <b>new building construction</b> and <b>building additions</b>.</p>
<input checked="" type="checkbox"/>	<p><b>Construction Drawings - 1/4" scale</b> drawings must include seal and original signature of a <b>New York State</b> licensed Professional Engineer or a Registered Architect and all <b>code compliance</b> information and details including the following:</p> <ol style="list-style-type: none"> <li>1. Architectural floor plans of every affected/alterd story including any foundation/cellar/basement.</li> <li>2. Exterior elevations of every side where exterior work will be performed.</li> <li>3. Sections and details necessary to communicate the full construction.</li> <li>4. Structural framing plans of every affected wall, floor. Etc.</li> </ol>
<input checked="" type="checkbox"/>	<p><b>Property Survey</b> – Unless otherwise noted below*, property surveys are required for <b>all</b> applications per <a href="#">Section 2-9.G</a> of the Town Code. Surveys must....</p> <ul style="list-style-type: none"> <li>• ...be complete, legible, full size and to scale.</li> <li>• ...include spot elevations at the existing building corners, spot elevation along the property lines at 25 foot intervals and spot elevations at every change in direction of the property line.</li> <li>• ...show all existing conditions on and above the ground.</li> <li>• ...provide dimension and setback distance information for all buildings and structures located on the premises.</li> <li>• ...be prepared by a licensed land surveyor and must have the original seal and original signature of the surveyor.</li> </ul> <p><b>*Exception 1:</b> Property surveys showing existing conditions are not required for projects such as interior alterations or renovations that do not alter or change the footprint, exterior shell of the building or structure and which do not alter or change the exterior conditions.</p> <p><b>*Exception 2:</b> The survey does not require elevation data for additions that are not higher than the first story.</p> <p>Final surveys shall be required at the conclusion of all construction projects, prior to the issuance of a final certificate of completion or occupancy. Up-to-date surveys shall be required with the submission of <b>any application to legalize construction</b>.</p>



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<input checked="" type="checkbox"/>	<p><b>Site Plan</b> - Your site plan should show the following:</p> <ol style="list-style-type: none"> <li>1. The location and setbacks of all existing structures; including accessory structures such as garages and sheds; all exterior equipment such as a/c units, generators and all paved areas such as driveways.</li> <li>2. The proposed location and setbacks of the addition, alteration, or other work including exterior equipment/structures hatched &amp; labelled.</li> <li>3. A parking layout and indicate all parking spaces, drive aisles, etc. with their typical dimension demonstrating compliance with §70-103 of the Town Code. If there is no change in the occupancy and therefore no change in the parking requirements please state so.</li> <li>4. Indicate the required accessible parking and provided the location of and details for the required accessible parking signage demonstrating compliance with the requirements of §1106 of the 2020 B.C. of N.Y.S. and ANSI A117.1-2009.</li> <li>5. If the project would alter, required more or reduce the available on-site parking you must provide parking calculations and indicate the previous tenant requirements and calculations along with the new tenant requirements in compliance with §70-103 of the Town Code. The calculations provided must include ALL the current tenants in the building(s) and must include the uses broken down by tenancy and/or floor and include the square footage of each use.</li> </ol>
<input checked="" type="checkbox"/>	<p><b>Short Environmental Assessment</b> - Complete and sign the Short Environmental Assessment Form. You are only required to complete the first page (through question 4). Be sure to sign and date the form at the bottom of page 3.</p>
<input checked="" type="checkbox"/>	<p>A <a href="#">COMcheck</a> or <a href="#">MECcheck</a> report declaring your building meets the requirements of the 2020 N.Y.S.E.C.C. or a number of state energy codes is required for all additions and renovations that <b><i>affect the thermal envelope of the dwelling</i></b>. The report is generated by your design professional using software products available free of charge from the Department of Energy. For further information, please contact your design professional or click on the links above.</p>
<input checked="" type="checkbox"/>	<p><b>Letter of Supervision</b> – A Letter of Supervision by the design professional responsible for the work is required for all projects of 10,000 square feet or larger.</p>
<input checked="" type="checkbox"/>	<p><b>“Maintain” Permit Applications Only</b> - Certification Letter from a New York State-Licensed Design professional of record indicating that he/she has personally inspected the conditions on site and that the existing construction meets or exceeds the requirements of the Building Code of New York State. SEE EXAMLE</p>
<input checked="" type="checkbox"/>	<p><b>“Maintain” Permit Applications Only</b> - Electrical Inspection Certificate from an agency currently approved to perform electrical inspections in the unincorporated areas of the Town of North Hempstead.</p>



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### Commercial Building Permit Requirements

**Licenses & Insurance** - Before a permit can be issued, we require a copy of a **current Nassau County Home Improvement License** for all general contractors. Plumbers or Electricians need a copy of their **current Town of North Hempstead License**.

**Proof of insurance** must be submitted with the application as follows:

(a) Proof of General Liability insurance with completed operations to which the Town of North Hempstead has been added as Certificate Holder; The policy must not contain the **X.C.U. Exclusion**.

(b) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance certificate or proof of the contractor not being required to secure same (A **NYS CE-200** form must be submitted as such proof); and

(c) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance certificate or proof of contractor not being required to secure same (A **NYS CE-200** form must be submitted as such proof).

If you are the homeowner, completing the work yourself with no or minimal assistance of up to a total of 40 man-hours per week you must complete **Form BP-1 - Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner occupied Residence**. This form must be signed and notarized and **attached** to this application.

All insurances must name the Town of North Hempstead at the above address as "Certificate Holder" or "Additional Insured". For further information For further information, please reference our [Insurance Requirements](#).





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#### *Commercial Plan Review Checklist Guide*

In addition to the above requirements your design professional must complete and submit a [Commercial Plan Review Checklist](#). The list below outlines the most common omissions found on Commercial Building Applications. Use it as a guide when completing the check list.

<input checked="" type="checkbox"/>	<p><b>A Historic folder review needs to be completed.</b> The following items should be addressed:</p> <ul style="list-style-type: none"> <li>• Open permits requiring renewal or issuance of Certificates.</li> <li>• Site plan indicates fencing that does not have permits – gates set back 18’.</li> <li>• Site plan indicates structures not permitted (sheds, trailers).</li> <li>• BZA Decisions requiring renewal.</li> <li>• Prior BZA Decisions have been reviewed. Are all Conditions required by the BZA in compliance? (Parking layout, landscaping, fencing, buffer zones, garbage lockers, etc.).</li> </ul> <p>(NOTE: The historic review is limited to the space where the proposed work is contemplated. If the work area is a tenant space located a large office building or shopping center a historic review of the entire building or property is not required.)</p>
<input checked="" type="checkbox"/>	<p>The following information <b>must</b> be provided on the FIRST page of the plan set, this information is required for the preparations and issuance of the final certificates:</p> <ul style="list-style-type: none"> <li>• State the construction classification of the building as per §602 of the 2020 B.C. of N.Y.S.</li> <li>• State the occupancy classification of the tenant space as per §302 of the 2020 B.C. of N.Y.S.</li> <li>• State if the building has a fire sprinkler system. If so, is it required by code?</li> <li>• State if the building has a fire alarm and type (manual or automatic). If so, is it required by code?</li> </ul>
<input checked="" type="checkbox"/>	<p>If there is a change in tenancy you <b>must</b> indicate on the plans whether the application is a Change of Occupancy Classification OR Change of USE (NO Change of Classification or Group) per §1001.2.1 &amp; §1001.2.2 of the 2020 Existing Building Code of New York State.</p>
<input checked="" type="checkbox"/>	<p>For Alteration applications you <b>must</b> indicate the Alteration Level (Level 1, 2, 3 and/or Change of Occupancy, etc.) as specified in Chapter 6 of the 2020 E.B.C. of N.Y.S.</p>
<input checked="" type="checkbox"/>	<p>If the application involves a Level 2 Alteration or greater you <b>must</b> provide Occupant Load calculations based on §1004 of the 2020 B.C. of N.Y.S.</p>
<input checked="" type="checkbox"/>	<p><b>Plans</b> must specifically state the nature of the business in space, not just “retail” (E.g., Clothing store, real estate office, deli). If the name of the business is known, please provide on plans.</p>
<input checked="" type="checkbox"/>	<p>The <b>Site Plan</b> must indicate the location of the work being performed in the building/tenant space.</p>
<input checked="" type="checkbox"/>	<p>A <b>Parking Layout</b> must be provided indicating all spaces with their typical dimension and H.C. Accessible parking.</p>





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<input checked="" type="checkbox"/>	<b>Parking Calculations</b> must be provided that indicate the previous tenant requirements and indicate new tenant requirements (calculations MUST include parking requirement <i>for all tenants in the entire building</i> ).
<input checked="" type="checkbox"/>	<b>Property Surveys</b> must be submitted that show all current existing site conditions.
<input checked="" type="checkbox"/>	Plans must indicate the location of <b>Carbon Monoxide Alarms/Detectors</b> in accordance with §915 of the 200 Fire Code of New York State.
<input checked="" type="checkbox"/>	If the Plans indicate the relocation of existing and/or the installation of new Fire Sprinkler heads filing a Fire Sprinkler Permit application (including plans) must be filed. In addition, and a Fire Sprinkler application must be filed with the Nassau County Fire Marshal's office.
<input checked="" type="checkbox"/>	A N.C.F.M. filing receipt or T.N.H. N.C.F.M. Filing Affidavit or T.N.H. N.C.F.M. Owner Filing Affidavit is required for a <b>Fire Alarm Application</b> .
<input checked="" type="checkbox"/>	An N.C.F.M. filing receipt or T.N.H. N.C.F.M. Filing Affidavit or T.N.H. N.C.F.M. Owner Filing Affidavit for is required for a <b>Fire Sprinkler Permit Application</b> . If the plans indicate the modification of an existing and/or the installation of a new Fire Alarm System a Fire Alarm Permit application must be filed with the N.C.F.M.
<input checked="" type="checkbox"/>	Plans must indicate the size, type & location of all required <b>Portable Fire Extinguishers</b> in compliance with §906 of the 2020 B.C. of N.Y.S.
<input checked="" type="checkbox"/>	<b>Plans</b> must demonstrate compliance with the means of egress requirements of Chapter 10 of the 2020 B.C. of N.Y.S. Provide a life safety plan indicating the egress route from the most remote point to the protected exit, demonstrating compliance with the maximum distance for a common path of egress along with total maximum distance to a protected exit.
<input checked="" type="checkbox"/>	<b>A Reflected Ceiling Plan</b> indicating all ceiling heights along with all ceiling mounted objects, both existing and new (existing egress lighting, HVAC registers, exit and emergency lighting, sprinkler heads, etc.) must be provided. Lighting, HVAC diffusers, sprinkler heads and other ceiling mounted objects should be indicated as follows: <b>N</b> – New, <b>R</b> – Relocated or <b>E</b> – Existing.
<input checked="" type="checkbox"/>	<b>Plans</b> must demonstrate compliance with the lighting requirements of the code, including space lighting per §1204 of the 2020 B.C. of N.Y.S., egress lighting including exterior discharge lighting per section 1008.2.3, emergency egress illumination per §1008.3, and exit signage per §1013.
<input checked="" type="checkbox"/>	<b>Plans</b> must demonstrate compliance with the accessibility requirements of Chapter 11 and ANSI A117.1-2009. <a href="#">COMcheck</a> or <a href="#">MECcheck</a> or other means of demonstrating compliance with the energy efficiency requirements of Chapter 13 and the 2020 Energy Conservation Code of N.Y.S.
<input checked="" type="checkbox"/>	If a <b>Statement of Special Inspections</b> has been provided by the Design Professional, all content required by §1704.3 of the 2020 B.C. of N.Y.S. must be included and the special inspectors name and qualifications demonstrating the inspector's competence to perform inspections as per §1704.2.1 must also be provided.



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<input checked="" type="checkbox"/>	<b>Plans</b> must indicate all required plumbing fixtures and demonstrate compliance with all aspects of the applicable sections of Chapter 4 & Table 403.1 of the 2020 Plumbing Code of N.Y.S.
<input checked="" type="checkbox"/>	If the <b>Plans</b> indicate the installation of new plumbing fixtures, this requires the submission of a Plumbing Permit Application with Plumbing Riser diagram. If the plans indicate the installation of new gas appliances and/or gas piping, this requires the submission of a Gas Permit Application with a Gas Riser diagram.
<input checked="" type="checkbox"/>	<b>Plans</b> must demonstrate compliance with the mechanical and/or natural ventilation requirements of §1202 of the 2020 B.C. of N.Y.S. and Chapter 4 of the 2020 Mechanical Code of N.Y.S.
<input checked="" type="checkbox"/>	If any new HVAC units are proposed plans must indicate they will be supported (Roof curbs, dunnage). If steel dunnage is utilized, the dunnage must be indicated on the plans. An <b>Original</b> Certification Letter from a N.Y.S. Licensed Design Professional that indicates that they have personally inspected the conditions on site and that the roof structure/roof curb/dunnage is able to support the additional load of the HVAC unit(s) is required.
<input checked="" type="checkbox"/>	If this is an application to <b>Maintain</b> , an <b>Original</b> Electrical Inspection Certificate must be submitted.
<input checked="" type="checkbox"/>	If this is an application to <b>Maintain</b> , the Design Professional must submit an <b>Original</b> Maintain Certification Letter.
<input checked="" type="checkbox"/>	If <b>Commercial Cooking Equipment</b> is indicated, the plans must indicate the commercial exhaust hood and fire suppression system. The applicant must also submit a Mechanical Permit Application and provide a copy of the approval for this system from the N.C.F.M.
<input checked="" type="checkbox"/>	If any <b>Signage</b> will be installed as part of the proposed construction, a Sign Permit Application must be submitted for each sign being proposed