



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

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

### Demolition Permit Application Requirements

A Demolition permit is required for the demolition of a building or structure or part thereof. The following conditions must be met for a demolition permit to be issued:

1. The Contractor shall call the building inspector *prior* to the commencement of demolition activity.
2. Demolition debris shall be removed from the site promptly and shall be disposed of at an approved site for the material in question.
3. Appropriate mitigating measures shall be employed before, during and after the demolition to control the generation of fugitive dust, storm water run-off and erosion.
4. A suitable construction fence shall be erected and maintained around the perimeter of the premises before, during and after the demolition process to be removed ONLY upon approval of the Commissioner of Buildings or his authorized representative.

If the demolition project is within the **Floodplain Development Area** the applicant shall be responsible for reimbursing the Town of North Hempstead for any additional costs necessary for review, inspection, and approval of the project. The Local Administrator may require a deposit of no more than \$500 to cover these additional costs.

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 fees for a Residential Demolition Permit for a building or structure or part thereof are as follows:

Residential – One- and Two-Family Units	<b>\$500.00</b>
Residential - Multifamily Units	<b>\$500.00</b>
Residential Accessory Structure	<b>\$250.00</b>

The initial application fees for a Commercial Demolition Permit for a building or structure or part thereof are as follows:

Commercial Structure	<b>\$500.00</b>
Commercial Accessory Structure	<b>\$500.00</b>
Mixed Use	<b>\$500.00</b>

**Please Note:** If the demolition is a **necessary part of an alteration for which a permit has been issued**, no additional fee shall be required.

Fees are non-refundable and are **due upon submission of your application**. A fee of two (2) times the normal fee will be charged for maintaining work done without a permit, prior to the issuance of a permit and for work done illegally. 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.

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.



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<input checked="" type="checkbox"/>	<p><b>Survey</b> – A legal survey of property showing the location of all of the structure(s) to be removed with spot elevations and topographic information adequate to provide preexisting elevation information for any new structure that will be located on the property. Survey shall indicate spot elevations as noted herein:</p> <ol style="list-style-type: none"> <li>a. At each corner of the structure(s) to be demolished.</li> <li>b. At each change in direction of the property line.</li> <li>c. A minimum of every 25' along each length of the property line.</li> </ol>
<input checked="" type="checkbox"/>	<p><b>Photographs</b> - Photographs of all of the elevations of the building(s) to be demolished must be provided.</p>
<input checked="" type="checkbox"/>	<p><b>Certifications</b> – A Nassau County Department of Health Certificate of Rodent Free Inspection must be provided. <b>Please note this Health Certificate expires 10 days from issuance.</b></p>
<input checked="" type="checkbox"/>	<p><b>Disconnect Letters</b> – Disconnect letters from the Water District, Sewer District and Gas &amp; Electric Companies are required.</p>
<input checked="" type="checkbox"/>	<p><b>Site Plan</b> – Provide a site plan of building/residence indicating the location of the Electrical Equipment being installed. Include dimensions to other structures, property lines, etc.</p>
<input checked="" type="checkbox"/>	<p><b>Licenses &amp; Insurance</b> - Before a permit can be issued, we require a copy of a <b>current Nassau County Home Improvement License</b> for all general contractors. Plumbers or Electricians need a copy of their <b>current Town of North Hempstead License</b>.</p> <p><b>Proof of insurance</b> must be submitted with the application as follows:</p> <ol style="list-style-type: none"> <li>(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 <b>X.C.U. Exclusion</b>.</li> <li>(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 <b>NYS CE-200</b> form must be submitted as such proof). State Insurance Fund <b>Form U</b>-must specifically name or identify the address of property covered for <b>demolition</b>; and</li> <li>(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 <b>NYS CE-200</b> form must be submitted as such proof).</li> </ol> <p>All insurances must name the Town of North Hempstead at the above address as “Certificate Holder” or “Additional Insured”. For further information, please reference our <a href="#">Insurance Requirements</a>.</p>
<input checked="" type="checkbox"/>	<p><b>Documentation</b> - Project documentation as specified in Section <a href="#">§21-12 B</a> of the Code of the Town of North Hempstead must be provided</p>