



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

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

### Drainage Permit Application Requirements

A Drainage permit is required for the installation of a new, modification or removal of an on-site drainage system. If an addition, alteration, renovation, or any structural work is being performed a **Building Permit** would also be required. Upon completion of the Building Permit Application you will be directed to apply for the necessary associated permits.

The **Application** must be completed in its entirety. If you are submitting a stand-alone application digital copies of plans, insurances and related documents **are required at submission and must be uploaded with the application.**

Upon initial review of your application, you will receive an **Owners Authorization Form** and your contractor will receive a **Contractor's Affidavit Form**. The Owners Authorization must be signed by the **owner(s) of the property** and the Contractor's Affidavit requires your **Licensed Excavation Contractor's signature**. Both forms must also be notarized and returned to us prior to the issuance of your permit. A Contractor's Affidavit is **not** required for a permit to maintain work completed without the benefit of a permit.

The initial application fee for a Residential Drainage Permit is **\$50.00**. The initial application fee for a Commercial Drainage Permit is **\$100.00**. This fee is non-refundable and is **due upon submission of your application**. An exact application fee will be calculated prior to permit issuance. 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.



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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>Property Survey</b> - Property Surveys are required for all applications per <a href="#">Section 2-9.G</a> of the Town Code. Surveys should...</p> <ul style="list-style-type: none"> <li>• ...be complete, legible, full size and to scale.</li> <li>• ...show all existing conditions on and above the ground.</li> </ul>
<input checked="" type="checkbox"/>	<p><b>Site Plan</b> – A Site plan showing location of drywells and distances from property lines and structures and approximate locations of pipes leading to drywells.</p>
<input checked="" type="checkbox"/>	<p><b>Survey</b> – A Survey with setbacks is required <b>only</b> for <b>maintaining</b> work completed without a permit.</p>
<input checked="" type="checkbox"/>	<p><b>Diagrams</b> – Drawings and calculations of drywell sections showing size must be signed &amp; sealed by an engineer or architect or landscape architect. Calculations must show that drywells meet Town of North Hempstead storm water retention requirements.</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> <p><b>(a)</b> 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>.</p> <p><b>(b)</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); and</p> <p><b>(c)</b> 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).</p> <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>