



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Electrical Equipment Permit Application Requirements

An Electrical Equipment permit is required for the installation of new, modification of an existing or removal of Electrical Equipment Systems such as emergency back-up power units, electric car charging stations and similar electrical equipment.

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 a Residential Electrical Equipment Permit is **\$50.00**. The initial application fee for a Commercial Electrical Equipment Permit is **\$100.00**. The initial application fee is non-refundable and is **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.



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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"/>	Construction Drawings – Drawings/sketches indicating the installation of the Electrical Equipment must be provided.
<input checked="" type="checkbox"/>	Manufacturer’s Specifications – Provide manufacturers specifications for the Electrical Equipment being installed.
<input checked="" type="checkbox"/>	Site Plan – Provide a site plan of building/residence indicating the location of the Electrical Equipment being installed. Include dimensions to other structures, property lines, etc.
<input checked="" type="checkbox"/>	<p>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.</p> <p>Proof of insurance must be submitted with the application as follows:</p> <p>(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.</p> <p>(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</p> <p>(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).</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 Insurance Requirements.</p>
<input checked="" type="checkbox"/>	Certifications - An Original Electrical Underwriter’s Certificate will be required before final sign-off.