



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Infrastructure Permit Application Requirements

An Infrastructure permit is required for the installation of a new or modification of an existing sewer/septic line or main water service line. If you are installing both a sewer septic line **and** main water service line you will be required to complete two separate infrastructure permit applications. 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**.

All Sewer line projects require a permit from your local Water/Sewer District. Please contact your local District directly to obtain this permit.

Most sewer line projects will require excavation in the public right-of-way (**R.O.W.**) and you will be required obtain a Road Opening Permit from the Town of North Hempstead Highway Department. The notification you receive upon submission of this Residential Building Permit will direct you to submit the required permit. If your property fronts a *Nassau County, New York State, or Incorporated Village* roadway, permits for work in the R.O.W. would need to be obtained from them.

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 Infrastructure Permit is **\$50.00**. The initial application fee for a Commercial Infrastructure 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>Property Survey - Property Surveys are required for all applications per Section 2-9.G of the Town Code. Surveys should....</p> <ul style="list-style-type: none"> • ...be complete, legible, full size and to scale. • ...show all existing conditions on and above the ground.
<input checked="" type="checkbox"/>	<p>Site Plan – A Site plan showing location of septic, cesspool, leaching pools and distances from property lines and structures is required.</p>
<input checked="" type="checkbox"/>	<p>Diagrams – Drawings and calculations of sewer/septic sections showing size are required. For residential applications drawings should also include the total number of bedrooms in the home.</p>
<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>



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Additional Requirements for a Septic Tank – Below are additional requirements for septic tank installation. These requirements are based on the [Manual of On-site Sewage Disposal of Nassau County Department of Health](#).

- If the old cesspool or old septic is moving from the back of the house to the front, a separate permit will be required by a plumber for the turnaround of the waste pipes so they slope towards the new septic system. (A licensed plumber will be needed for this work).
- Please refer to [Understanding Your Septic System](#), our reference document that contains several relevant sizing and requirement charts that can be used as part of your application. Please mark clearly with all applicable sizes and distances.
- Remember to state the number of bedrooms in the dwelling, as well as the gallon capacity of the tank. Show all distances to and between the tank, leeching pools, property lines, and home.
- Please be aware that you will be held to more stringent NYS plumbing requirements per (p2602.1.2) under [New York State Appendix 75-A - Wastewater Treatment Standards – Residential Onsite Systems](#) of the New York State Sanitary Code (10 NYCRR) if they override Nassau County and/or local codes if more stringent state requirements apply.

