



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

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

### New or Change of Building Number Application Requirements

[Section 10-3](#) of The Code of the Town of North Hempstead requires building number changes to be approved by the Town Board. Upon receipt of a completed application, the Building Commissioner will submit the request to the Town Board for action.

Below is the list of documents required to be submitted with your application. Please [contact us](#) if you have further questions.

<input checked="" type="checkbox"/>	<p><b>Letter</b> - A letter listing the reason for the requested change. It should be addressed to:</p> <p>Commissioner of Buildings Attn: New or Change of Building Number 176 Plandome Road Manhasset, NY 11030</p>
<input checked="" type="checkbox"/>	<p><b>Sketch</b> - A sketch indicating the street numbers of 5 properties adjoining each side of the subject property on both sides of the street. If there is a cross street, you will need to list the building numbers beyond the cross street for a total of five on each side. (See sample below).</p>
<input checked="" type="checkbox"/>	<p><b>Tax Lot Number Proof</b> - Copy of the Nassau County Land and Tax Map or equivalent proof verifying the tax lot number(s) assigned to the subject property or properties.</p>
<input checked="" type="checkbox"/>	<p><b>Postmaster's Letter</b> - A letter from the Postmaster of the Post Office servicing the subject address stating there is no objection to the change in building number.</p>



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