



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

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

### Residential Building Permit Requirements

A residential building permit is required for construction on all properties within the unincorporated areas of the Town of North Hempstead. The **Online Application** must be completed in its entirety and include a clear statement as to the scope of work proposed. Surveys, site plans, insurances and related documents **are required at application submission**. Electronic copies are preferred. If you are unable to provide electronic copies of any of the required documents, you will need to submit paper copies within three days of submission. Your application will not be reviewed until all required documents have been submitted.

If your project includes the installation, replacement, and/or removal of any or all of the following: plumbing fixtures; gas or oil-fired appliances; gas piping; sewer or septic systems; air conditioning or heating (HVAC) units or duct work; drainage/dry wells; sewer/septic infrastructure; water infrastructure, and or; fire sprinkler systems you will be required to complete one or more associated applications. The notification you receive upon submission of this Residential Building Permit will direct you to submit the required associated permit(s).

If your project includes any of the following: New work or alteration to a driveway or walkway approaching the sidewalk forward of the front property line within the public right-of-way (**R.O.W.**); new sidewalk; curbing; driveway apron; end-of driveway trench drain; and/or excavation in the roadway for the connection of new or repair of existing utilities; if the property fronts a Town, County or State owned road you must also obtain a *Road Opening Permit* from either the Town of North Hempstead Highway Department, Nassau County DPW, Incorporated Village or New York State DOT respectively. The notification you receive upon submission of this Building Permit will direct you to submit the required permit.

You do not need a permit for a dumpster if that dumpster is placed on your property. If, however the dumpster is placed on a public roadway you will need to obtain a dumpster permit from the 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 dumpster placement in the **R.O.W.** would need to be obtained from them.

If this application is to maintain (legalize) work which was performed without the benefit of a building permit a Certification Letter from a New York State-Licensed Design professional and an Electrical Inspection Certificate from an approved agency must also be submitted.

If your scope of work does not conform to the Town Code, a Notice of Disapproval will be issued by either the Permit Division or Plan Examination Division. The Disapproval can then be used to file an appeal for a variance from the Board of Zoning Appeals which must be submitted **within 60 days** of the issuance of the Notice of Disapproval. All appeals for variances are heard at public meetings of the Board.

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 Building Permit is **\$250.00** unless the total cost of construction of the project is *less than \$15,000*. The fee for projects where the total cost of construction is less than \$15,000.00 is **\$50.00** plus **\$14.00** per *thousand dollars* cost of construction. Fees are non-refundable and are **due upon submission of your application**. An exact application fee will be calculated prior to permit issuance.

For **"Maintain"** applications, used to legalize work done without the benefit of a permit, prior to the issuance of a permit and for work done illegally, a fee of two **(2) times the normal fee** will be charged. 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. Links to specific requirements for projects such as kitchen and bath alterations, pool installations, decks, driveway and walkway projects, additions, new construction and use changes can be found on the [Project Specific Requirements](#) page at the end of this document. Please consult your design professional or [contact us](#) if you have further questions.

<input checked="" type="checkbox"/>	<p><b>Residential Zoning Analysis Sheet</b> - The Zoning Analysis must include a seal and original signature of the design professional, and the following additional expanded zoning calculations:</p> <ol style="list-style-type: none"> <li>1. Gross floor area breakdown diagram &amp; calculation (see Residential Gross Floor Area section in <a href="#">Residential Zoning Definitions</a> for applicability).</li> <li>2. For new construction that possibly impacts the required front yard (1st and/or 2nd floor) will need an Average Front Yard Setback calculation. Where there are two front property lines affected by the proposed construction, the calculation must be done for each front yard. (See Residential Average Front Yard Setback section in <a href="#">Residential Zoning Definitions</a> for applicability).</li> <li>3. A pre-existing average grade calculation (See Residential Pre-existing Average Grade section in <a href="#">Residential Zoning Definitions</a> for applicability).</li> <li>4. A front yard paving/coverage diagram &amp; calculation (required for any paving, ground cover, porch, terrace, or structure in the front yard).</li> </ol>
<input checked="" type="checkbox"/>	<p><b>Construction Drawings - 1/4" scale</b> drawings must include seal and original signature of a licensed Professional Engineer or a Registered Architect and all <b>code compliance</b> information and details including the following:</p> <ol style="list-style-type: none"> <li>1. Architectural floor plans of every affected/alterd story including any foundation/cellar/basement.</li> <li>2. Elevations of every side where the work is visible, including the following; <ul style="list-style-type: none"> <li>-Ridge and uppermost top plate ("eave") heights dimensioned from the pre-existing average grade.</li> <li>-Where applicable, sky exposure planes projecting from the average property line grade and the pre-existing average grade (see Residential Sky-Exposure Plane section in <a href="#">Residential Zoning Definitions</a> for applicability).</li> </ul> </li> <li>3. Sections and details necessary to communicate the full construction of the addition/alteration.</li> <li>4. Structural framing plans of every affected/alterd story including the attic/roof.</li> <li>5. Design Criteria Specifications; Climate/Geographic, Load/Deflection, Fastener schedule, Uplift resistance connection details.</li> </ol>



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<input checked="" type="checkbox"/>	<p><b>Property Survey</b> – Unless otherwise noted below*, property surveys are required for <b>all</b> applications per <a href="#">Section 2-9.G</a> of the Town Code. Surveys must....</p> <ul style="list-style-type: none"> <li>• ...be complete, legible, full size and to scale.</li> <li>• ...include spot elevations at the existing building corners, spot elevation along the property lines at 25 foot intervals and spot elevations at every change in direction of the property line.</li> <li>• ...show all existing conditions on and above the ground.</li> <li>• ...provide dimension and setback distance information for all buildings and structures located on the premises.</li> <li>• ...be prepared by a licensed land surveyor and must have the original seal and original signature of the surveyor.</li> </ul> <p><b>*Exception 1:</b> Property surveys showing existing conditions are not required for projects such as interior alterations or renovations that do not alter or change the footprint, exterior shell of the building or structure and which do not alter or change the exterior conditions.</p> <p><b>*Exception 2:</b> The survey does not require elevation data for additions that are not higher than the first story.</p> <p>Final surveys shall be required at the conclusion of all construction projects, prior to the issuance of a final certificate of completion or occupancy. Up-to-date surveys shall be required with the submission of <b>any application to legalize construction</b>.</p>
<input checked="" type="checkbox"/>	<p><b>Site Plan</b> - Your site plan should show the following:</p> <ol style="list-style-type: none"> <li>1. The location and setbacks of the existing dwelling including attached porches and terraces/decks; detached accessory structures such as garages and sheds; all exterior equipment such as a/c units, generators, and barbeques; and all paved areas such as driveways and patios.</li> <li>2. The proposed location and setbacks of the addition, alteration, or other work including exterior equipment/structures hatched &amp; labelled.</li> <li>3. If the project would alter or reduce the available on-site parking (exterior driveway or within a garage), the location of two on-site 10'x20' parking spaces must be indicated on the site plan (exterior or within a garage). Two family dwellings require four on-site parking spaces.</li> </ol>
<input checked="" type="checkbox"/>	<p><b>Short Environmental Assessment</b> - Complete and sign the Short Environmental Assessment Form. You are only required to complete the first page (through question 4). Be sure to sign and date the form at the bottom of page 3.</p>



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<input checked="" type="checkbox"/>	<p>A <b>RESCheck</b> report declaring your building meets the requirements of the IECC or a number of state energy codes is required for all additions and renovations that <b>affect the thermal envelope of the dwelling</b>. The report is generated by your design professional using software products available free of charge from the Department of Energy. For further information, please contact your design professional or visit <a href="https://www.energycodes.gov/rescheck">https://www.energycodes.gov/rescheck</a>.</p> <p>An <b>Energy Star Compliance</b> Certificate is required for a <b>new home from the footings up</b>. The certificate is provided by a certified HERS Rater and must include original signatures or seals where required. For further information, please contact a certified HERS Rater or visit <a href="https://www.energy.gov/eere/buildings/energy-star">https://www.energy.gov/eere/buildings/energy-star</a>.</p>
<input checked="" type="checkbox"/>	<p><b>Residential Truss Notification</b> – If your project requires the utilization of truss type construction, Pre-engineered wood construction, and/or timber construction in floors, ceilings, roofs and beams per NYS Law your design professional must file a Residential Truss Notification.</p>
<input checked="" type="checkbox"/>	<p><b>“Maintain” Permit Applications Only</b> - Certification Letter from a New York State-Licensed Design professional of record indicating that he/she has personally inspected the conditions on site and that the existing construction meets or exceeds the requirements of the Building Code of New York State.</p>
<input checked="" type="checkbox"/>	<p><b>“Maintain” Permit Applications Only</b> - Electrical Inspection Certificate from an agency currently approved to perform electrical inspections in the unincorporated areas of the Town of North Hempstead.</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> <ul style="list-style-type: none"> <li><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>.</li> <li><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</li> <li><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).</li> </ul> <p>If you are the homeowner, completing the work yourself with no or minimal assistance of up to a total of 40 man-hours per week you must complete <b>Form BP-1 - Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner occupied Residence</b>. This form must be signed and notarized and <b>attached</b> to this application.</p> <p>All insurances must name the Town of North Hempstead at the above address as “Certificate Holder” or “Additional Insured”. For further information For further information, please reference our <a href="#">Insurance Requirements</a>.</p>



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#### Project-Specific Requirements

- ✚ [Kitchen and Bathroom Renovations](#)
- ✚ [Driveways, Walkways, Grade Patios \(Flatwork\)](#)
- ✚ [Roofing](#)
- ✚ [Above-Ground Pools](#)  
[In-Ground Pools](#)  
[Hot Tubs](#)
- ✚ [Wheelchair Ramps](#)
- ✚ [Accessory Buildings & Structures](#)
- ✚ [Residential Additions & Alterations](#)
- ✚ [Mother-Daughter Residences](#)
- ✚ [Professional Office Use within a Dwelling](#)
- ✚ [New Dwellings](#)