



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Temporary Building Permit Application Requirements

A Temporary Building permit is required for the placement of a habitable or non-habitable manufactured structure on a private property. Below is a list of instructions and the minimum required documentation for filing. [Appendix E of the Residential Code of New York State](#) shall be used for any requirements for the manufactured home to be placed on the private property. Please note that the area inspector **must** be called **before** setting the manufactured home on private property. If additional clarification is required, please see [definitions](#) below.

Upon initial review of your application, you will receive an **Owner of Property and Owner of Structure Affidavit Form**. The Affidavit requires the **property owner(s)** signature(s) and the **structure owner(s)** signature(s). The form must also be notarized and returned to us prior to the issuance of your permit.

Application Fees for **Residential** Temporary Building Permits are as follows:

Habitable Space: **\$500.00**

Non-Habitable Space: **\$150.00**

Application Fees for **Commercial** Temporary Building Permits are as follows:

Habitable Space: **\$750.00**

Non-Habitable Space: **\$250.00**

Fees are non-refundable and are **due upon submission of your application**. **Renewal Fees are \$100.00**. 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. 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"/>	Site Plan – A Site plan is required indicating the proposed structural support structure for the manufactured home and locations of any existing drywells, septic tanks, and leeching pools.
<input checked="" type="checkbox"/>	Underwriter’s Certificate – An original Electrical Underwriter’s Certificate after the electrical hookup is required.
<input checked="" type="checkbox"/>	NFPA/ANSI Certificate – Certification for the manufactured home by either NFPA 501 or ANSI A119.1 is required.
<input checked="" type="checkbox"/>	Additional Requirements – A permit for the temporary hookup of the sewage system and a permit for the potable water supply hookup for the manufactured home from your Water/Sewer district is required. For scaffolding/sidewalk sheds the name and cellphone number of a 24-hour emergency contact must be provided.
<input checked="" type="checkbox"/>	Manufacturer’s Specifications or Construction Documents – Provide the manufacturer’s specifications and documentation for any prefabricated unit such as a trailer or manufactured home. For any temporary building or structure to be constructed at the site, please provide complete construction drawings signed and sealed by a NYS licensed design professional demonstrating compliance with the NYS Uniform Code.
<input checked="" type="checkbox"/>	<p>Insurance - Before a permit can be issued, we require that Proof of insurance for the Manufactured Structure Installer 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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Section R202-Definitions-Manufactured Home

A factory-manufactured dwelling unit built on or after June 15, 1976, and conforming to the requirements of the Department of Housing and Urban Development (HUD), Manufactured Home Construction and Safety Standards, 24 CFR Part 3208, 4/1/93, transportable in one or more sections, which in the traveling mode, is 8 feet (2438 mm) or more in width or 40 feet (12192 mm) or more in length, or, when erected on site, is 320 square feet (29.7 m²) minimum, constructed on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air conditioning and electrical systems contained therein.

The term "manufactured home" shall also include any structure that meets all the requirements of this definition except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Federal Department of Housing and Urban Development and complies with the standards established under the national Manufactured Housing Construction and Safety Act of 1974, as amended. The term "manufactured home" shall not include any self-propelled recreational vehicle.