

MATINECOCK
BUILDING PERMIT APPLICATION CHECKLIST

The following items must be completed and submitted to the Building Department:

1. Proof of ownership: Such as deed or tax bill.
2. Application: A Building Permit Application completed and notarized.
3. Plumbing Application: A plumbing Application complete and notarized.
4. Rescheck and Manual J: For all HVAC systems
5. Survey: Two copies of an updated survey (within the last 5 years) prepared, signed, and sealed by a New York State licensed surveyor indicating all existing structures on the property with their dimensions and offsets to property lines.
6. Site Plan: Four copies of the site plan showing proposed constructions and distances from all property lines. (For POOLS, fencing, which is required by the New York State Building Code, must be shown and pool equipment located within setbacks.) With any construction requiring a change in grade, the site plan must indicate existing grades and proposed grades with computations and methods of handling all rainfall run-off (minimum 3 inch calculation). *No run-off to an adjacent property is permitted.*
7. Building Plans: Three copies of working drawings which must include all existing and proposed square footage, proposed heights, foot print calculations, etc.
8. Sanitary Plan: If applicable, a plan showing sanitary facilities.
9. Architect Energy Conservation Statement: A written statement from the Architect acknowledging compliance with New York State Energy Conservation Construction Code.
10. Contractor Insurance (General Liability, Workman's Compensation and Disability): An Insurance Certificate, indicating the address of the work to be performed and naming the Village as the Certificate Holder and additionally insured.

NOTE: It shall be the contractor's responsibility to provide continuous coverage for the duration of the job.
11. Photographs: For existing structures built without a permit, photographs must be supplied.
12. Fences: Picture of fence with height, color, material and style. Good side must face your neighbor.
13. Nassau County Assessor's Form
14. Fees: All fees must be received before an application can be processed.
15. Tree Permit: If any trees are to be removed, they must be noted on the plan and cannot be removed until a building permit has been issued. \$50 fee per application minimum fee for removal of up to 5 trees. For 6 or more trees, in addition to the \$50 fee, there shall be an additional fee based upon the total number of trees to be removed computed as follows: 6-10 Trees @ \$20 per tree, 11-20 Trees @ \$30 per tree, 31 or more @ \$75 per tree.