

INCORPORATED VILLAGE OF MATINECOCK
147 Forest Avenue
Locust Valley, NY 11560
Building Inspector: Karl F. Bicknese
(516) 801-6000 / FAX (516) 801-6524
Email: buildingdept@matinecockvillage.org

CONSTRUCTION WORK HOURS:

Monday through Friday

8:00 a.m. - 6:00 p.m.

No Weekends and Holidays

Holidays are as follows:

New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Election Day
Veterans Day
Thanksgiving
Christmas

BUILDING DEPARTMENT OFFICE HOURS:

Monday, Wednesday, Friday

9:00 a.m. - 3:00 p.m.

INSPECTIONS BY APPOINTMENT ONLY AND ADVANCED NOTICE

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. 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.
4. Rescheck and Manual J: For all HVAC systems
5. 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.*
6. Building Plans: Three copies of working drawings which must include all existing and proposed square footage, proposed heights, foot print calculations, etc.
7. Sanitary Plan: If applicable, a plan showing sanitary facilities.
8. Architect Energy Conservation Statement: A written statement from the Architect acknowledging compliance with New York State Energy Conservation Construction Code.
9. Insurance and Workman's Compensation: An Insurance Certificate, indicating the address of the work to be performed and naming the Village as the Certificate Holder.
NOTE: It shall be the contractor's responsibility to provide continuous coverage for the duration of the job.
10. Photographs: For existing structures built without a permit, photographs must be supplied.
11. Fences: Picture of fence with height, color, material and style. Good side must face your neighbor.
12. Nassau County Assessor's Form
13. Fees: All fees must be received before an application can be processed.
14. 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.

FEES

BUILDING PERMIT FEES

Permit fee in an amount equal to 1% of the estimated cost of construction based upon actual cost or the Village's minimum construction standards or minimum permit fee, whichever is greater.

Cost of Construction and minimum permit fees:

New Dwelling	\$250 per square foot
Commercial	\$250 per square foot
Addition/Alteration	\$200 per square foot
Accessory Building	\$150 per square foot
Decks/Masonry Patio	\$20 per square foot or \$250, whichever is greater
Swimming Pool.	\$750
Tennis Court	\$750
Storage Shed (200 sq ft or less)	\$100
Oil, Propane, Gas Line, Generators	\$175
Spa, hot tub, recreational court	\$500
Demo of principal or accessory dwelling	\$1,500
Demo of accessory dwelling	\$500
Demo of accessory structure less than 250 sq.ft.	\$250
Fences	\$50

ADDITIONAL FEES:

\$350 Certificate of Occupancy OR \$200 Certificate of Completion;
\$500 Certificate of Occupancy Deposit (refundable if CO is obtained prior to expiration of permit);
\$2,000 Engineering Fee for Site Review of a new single family dwelling, OR
\$1,000 Engineering Fee for Site Review for any other improvements to existing single family dwelling and/or structure; construction or alteration of an in-ground pool, tennis court, deck, attached garage or other significant accessory building.

MAINTAIN FEES:

Building permit fees shall be doubled for construction that is commenced without a validly issued building permit by the Building Department. If the terms or conditions of the building permit or provisions of the Village's Code occur during construction after the issuance of the permit, the Building permit fees shall be increased as follows:

First Violation \$500, Second Violation \$1,000, Third Violation \$2,500, Fourth Violation \$7,500

If after the issuance of the permit and during construction, or the terms or conditions of a stop work order that is served on the Contractor or property owner by the Village is violated, the Building permit fees shall be increase as follows:

First Violation \$2,500, Second Violation 5,000, Third Violation and all further Violations \$10,000

Failure to pay the additional building permit fees within 30 days will result in suspension of the building permit.

PERMIT DURATION, RENEWAL AND EXPIRATION

The building permit for a single family dwelling will expire 24 months from the date of issuance. For all other construction, the building permit will expire 12 months from the date of issuance.

CERTIFICATE OF OCCUPANCY AND PERMIT EXTENSION

A building permit may be extended for an additional six-month period upon payment of a renewal fee of \$1,500 for a single-family and \$750 for an accessory structure, plus all other costs incurred by the Village for engineering review and legal review incurred by the Village in the renewal process. No further renewals of a building permit will be granted, unless authorized by the Board of Trustees.

INCORPORATED VILLAGE OF MATINECOCK
147 Forest Avenue, Locust Valley, N.Y. 11560
TEL. (516) 801-6000 FAX. (516) 801-6524

BUILDING PERMIT APPLICATION
FEE SCHEDULE

Permit No. _____ Date: _____

HOMEOWNERS NAME: _____ Phone No: _____

PROJECT ADDRESS: _____

Email #1: _____ Email #2: _____

SECTION/BLOCK/LOT: _____

PROJECT DESCRIPTION: _____

COST OF CONSTRUCTION: _____

SQUARE FOOTAGE: NEW _____

EXISTING SQUARE FOOTAGE TO BE RENOVATED: _____

BUILDING PERMIT FEE: _____

Minimum calculation of \$250/sq ft for New Dwelling or Commercial Construction, \$200/sq ft for Additions to Dwelling, \$150/sq ft for Alterations to Accessory Buildings, or 1% of Cost of Construction whichever is greater. For all other permits: Pools and Tennis Courts \$750, Recreational Courts, Spa or Hot Tub, \$500, Storage Shed (200 sq ft or less) \$100, Oil or propane tank installations, generators, oil/gas conversions, boiler replacements \$175, Demolition of Dwelling or Accessory Dwelling \$1,500, Demolition of Accessory Structure \$500, Fence \$50, "maintain" permits for construction without a permit is DOUBLE the permit fee.

CERTIFICATE OF OCCUPANCY: \$350

OR

CERTIFICATE OF COMPLETION: \$200

CO DEPOSIT: \$500

SITE & DRAINAGE FEE: \$2,000.00 for New Dwelling

\$1,000.00 for all other permits

TOTAL FEE: _____

INC. VILLAGE OF MATINECOCK
147 Forest Avenue, Locust Valley, NY 11560
Phone: (516) 801-6000 / Fax: (516) 801-6524

APPLICATION FOR BUILDING PERMIT

ADDRESS: _____

SECTION: _____ BLOCK: _____ LOT: _____ ZONE: _____ (Acres)

APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the applicable Code and Zoning Ordinance for the construction of buildings, additions or for the removal as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

PRINT APPLICANT NAME APPLICANT SIGNATURE (_____) _____
HOME PHONE NUMBER

(MAILING ADDRESS IF DIFFERENT THAN PROPERTY ADDRESS) WORK AND/OR CELL #

Email: _____

Is Applicant (Circle One) OWNER, LESSEE, AGENT, ARCHITECT, ENGINEER OR BUILDER.

Intended use and occupancy of proposed construction (Circle One):
RESIDENTIAL COMMERCIAL OTHER (Explain) _____

ESTIMATED COST OF CONSTRUCTION \$ _____ (Minimums apply see Fees)

PERMIT FEE \$ _____ CO or COC FEE \$ _____ CO DEPOSIT _____ S&D DEPOSIT \$ _____

TOTAL FEE \$ _____

GENERAL SCOPE OF PROPOSED PROJECT: _____

DESCRIPTION	EXISTING SQ. FT	PROPOSED SQ. FT	TOTAL SQ. FT
BASEMENT			
1 ST FLOOR			
2 ND FLOOR			
GARAGE			
PORCH			
TERRACE			
OTHER _____			
TOTAL SQ. FT:			

DESCRIPTION	EXISTING	PROPOSED
BUILDING HEIGHT		
HABITABLE FLOOR AREA		
MAXIMUM BUILDING COVERAGE* %		
SIDE YARD SETBACK		
REAR YARD SETBACK		
FRONT YARD SETBACK		

(Include dwelling, accessory buildings, pools, all other structures including patios, driveways, etc.)

CIRCLE IF APPLICABLE: FLAG LOT, CORNER LOT

CIRCLE ONE - IS THIS LOT ON A COUNTY, VILLAGE OR PRIVATE ROAD?

ARE TREES TO BE REMOVED AS PART OF THIS APPLICATION? YES OR NO

IF YES, PLEASE SUBMIT A SEPARATE TREE REMOVAL APPLICATION. DO NOT REMOVE ANY TREES UNTIL A TREE PERMIT HAS BEEN ISSUED.

DOES THE PROPOSED CONSTRUCTION VIOLATE ANY ZONING LAWS? YES OR NO

IF YES, PLEASE EXPLAIN: _____

THE CONTRACTOR MUST SUBMIT PROOF OF GENERAL LIABILITY AND COMPENSATION INSURANCE TO THE BUILDING DEPARTMENT AND THE VILLAGE OF MATINECOCK MUST BE LISTED AS ADDITIONAL INSURED AND HELD HARMLESS.

NAME OF ARCHITECT: _____ Phone No _____

Address _____ Email: _____

NAME OF CONTRACTOR: _____ Phone No. _____

Address _____ Email: _____

ALL ELECTRICAL WORK WILL REQUIRE AN ELECTRICAL UNDERWRITERS CERTIFICATE. ALL PLUMBING REQUIRES CERTIFICATE FROM A LICENSED PLUMBER. AN ARCHITECT'S STAMPED LETTER MUST BE SUBMITTED CERTIFYING ALL WORK WAS COMPLETED TO STATE AND LOCAL CODES.

STATE OF NEW YORK, COUNTY OF NASSAU, SS:

_____ being duly sworn deposes and says that he is the applicant above named.

(Name of individual signing application). He/She is the _____

(Contractor, agent, corporate officer, etc.)

of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me

this _____ day of _____ 20_____

(Signature of applicant)

Notary Public, _____ County



**BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY
240 Old Country Road, Mineola, NY 11501**

NBHD# (ASSESSOR USE ONLY)
DATE REC'D (ASSESSOR USE ONLY)

TOWN - CITY - VILLAGE OF: _____

SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION

Location of Building: N.E.S.W. SIDE OF (OR CORNER OF) _____ N.E.S.W. SIDE OF _____

ADDRESS OF PROPERTY _____

CITY, TOWN, VILLAGE _____ ZIP _____

ESTIMATED COST OF CONSTRUCTION: _____

WORK MUST BEGIN BY _____

PERMIT EXP DATE _____

LOT SIZE S.F. _____

BLDGS ON LOT _____

PRINCIPLE TYPE OF CONSTRUCTION
 STEEL
 MASONRY
 FRAME

Check one
 OWNER OR
 LESSEE

NAME OF BUSINESS _____

CONTACT PERSON/OWNER _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

EMAIL _____

IF YOU WISH TO GROUP OR APPORTION LOTS
PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION

DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)
 *INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT

PERMIT TYPE - CHECK ALL ITEMS THAT APPLY <input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION (CHANGE IN S.F.) <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.) <input type="checkbox"/> MAINTAIN (PRE-EXISTING) <input type="checkbox"/> RECONSTRUCTION <input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT <input type="checkbox"/> DORMERS <input type="checkbox"/> OTHER _____	<input type="checkbox"/> FIRE DAMAGE <input type="checkbox"/> GARAGE/ OUT BUILDING <input type="checkbox"/> HVAC <input type="checkbox"/> PLUMBING <input type="checkbox"/> RELOCATION <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> TENNIS COURT <input type="checkbox"/> CHANGE IN USE	DOES RESIDENCE HAVE THE FOLLOWING CENTRAL AIR YES <input type="checkbox"/> NO <input type="checkbox"/> FINISHED ATTIC YES <input type="checkbox"/> NO <input type="checkbox"/> BASEMENT FINISH 1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> FULL <input type="checkbox"/>
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PROPOSED TOTAL PLUMBING FIXTURES				
FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR
BATHROOM SINK				
TOILET				
BATHTUB				
STALL SHOWER				
BIDET				
KITCHEN SINK				
WET BAR				

NUMBER OF EXISTING AND PROPOSED BATHS			
NUMBER OF EXISTING FULL BATHS		NUMBER OF PROPOSED FULL BATHS	
NUMBER OF EXISTING HALF BATHS		NUMBER OF PROPOSED HALF BATHS	
HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES			

NEW C/O NEEDED YES NO
 VARIANCE OBTAINED YES NO
 CONSTRUCTION/RENOVATION IN EXCESS OF 50% YES NO
 SURVEY ENCLOSED YES NO

PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE

DATE OF GRANTING OF PERMIT _____ Signature of Applicant/Contact Person - Sign & Print _____

SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING

FIELD REPORT ON REVERSE Address of Applicant/Contact Person _____ Telephone _____

TOWN
SCHOOL DISTRICT
SECTION
BLOCK
LOTS)
CA # OR BLDG #
UNIT #
DATE