

155 Washington Ave. Mineola, New York 11501 Phone: (516) 746-0750 Fax: (516)746-4065

Building Department Permit Application Checklist Building Department Hours Monday-Friday, 8:30a.m-4:30p.m

The following items **MUST BE INCLUDED** with this application. (Incomplete applications will be returned for resubmission)

• Three (3) complete sets of professionally detailed construction plans signed and sealed by R.A. or P.E. of record. Submitted plans must comply with the most current version of the New York State Energy Conservation Construction Code. Plans to depict entire scope of proposed work.

Copy of property survey.

- Nassau County Assessor's Form (all information must be entered).
- Mandatory Contractor's Insurance requirements: All insurances must name the Village of Mineola as both Certificate Holder and Additionally Insured.
 - 1. Liability Insurance general aggregate no less than \$2,000,000.00
 - 2. New York State Disability Insurance.
 - 3. New York State Workman's Compensation Insurance.

GENERAL RULES AND REGULATIONS APPLYING TO ALL

All permits must be PAID IN FULL within thirty (30) days after being called that said permit(s) are ready. Failure to pay in a timely manner will render permit(s) null and void.

You will be required to visibly post your Building Permit so that it is apparent to all that you have a permit to do what you are doing. Among other things, this greatly reduces inquisitive phone calls to the Building Department. Also, it's the law.

Inspections:

You will be responsible to notify the Building Department for all phases of construction that need to be inspected. If an item is not inspected, you may be required to dig up or otherwise uncover work for an inspection. Inspections must be scheduled twenty-four (24) to forty-eight (48) hours in advance, Monday through Friday, 9:30 am to 3:30 pm only.

Inspections generally are, but not limited to;

- Excavation
- Footings
- Foundation
- Foundation anchor bolts
- Waterproofing
- Backfill
- Termite shield/mud sill
- Rough framing
- Sheathing
- Strapping
- Insulation
- Fire stopping
- Rough plumbing
- e electrical
- Smoke/carbon monoxide detectors

If unsure, be safe and ask the Inspector. All jobs are different and may require some modification of the inspection procedure.

Demolition Permit will be a standard Building Permit Application and Assessor's Form. Also submit letters of disconnection from:

- LIPA
- KEYSPAN
- VOM WATER DEPT.
- VOM SEWER DEPT.

If no services are involved, letters are still needed from theses sources attesting to the fact.

Approved Letter of Certification of Asbestos removal.

A performance Bond or Certified Check equal to the approximate cost removal and determined by the Superintendent of Buildings. Upon completion of work, the Performance Bond or Certified Check shall be returned to the applicant.

A Rodent Inspection Letter from the Nassau County Health Department (516) 227-9715 certifying the absence of vermin (letter is valid for 10 days only).

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

**This form cannot be used to waive the workers' compensation rights or obligations of any party. **

(including condeminiums) listed on the building ner	owner of the 1, 2, 3 or 4 family, owner-occupied residence mit that I am applying for, and I am not required to show coverage for such residence because (please check the
I am performing all the work for which the	building permit was issued.
I am not hiring, paying or compensating in ar for which the building permit was issued or	ny way, the individual(s) that is(are) performing all the work helping me perform such work.
attached building permit AND am hiring or	is currently in effect and covers the property listed on the paying individuals a total of less than 40 hours per week the jobsite) for which the building permit was issued.
forms approved by the Chair of the NYS Work	verage and provide appropriate proof of that coverage on ers' Compensation Board to the government entity issuing iduals a total of 40 hours or more per week (aggregate hours k indicated on the building permit, or if appropriate, file a
(including condominiums) listed on the building workers' compensation coverage or proof of exe	ork on the 1, 2, 3 or 4 family, owner-occupied residence permit that I am applying for, provide appropriate proof of emption from that coverage on forms approved by the Chair the government entity issuing the building permit if the c (aggregate hours for all paid individuals on the jobsite) for
(Signature of Homeowner)	(Date Signed)
	Home Telephone Number
(Homeowner's Name Printed)	
	Sworn to before me this day of
Property Address that requires the building permit:	·
	(County Clerk or Notary Public)

Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.

Building Department,
Incorporated Village of Mineola
155 Washington Avenue
Mineola, NY

phone 746-0750 fax 746-4065

Building and Construction Inspection Acknowledgement

I understand that work for which this permit has been issued shall be inspected for approval prior to enclosing or covering any portion thereof and upon completion of each stage of construction, including but not limited to, building location, site preparation, excavation, foundation, framing, exterior roof, wall sheathing, electrical, plumbing and heating, and air conditioning. It shall be the responsibility of the owner, applicant or his/her agent to inform the Building Inspector that the work is ready for inspection and to schedule such an inspection.

				-	Signature & title
		•	-	_	Print name
Sworn to before me This Day of					
Notary signature	·				
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(Notary stamp)

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