



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
- 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 these 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).

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

(Notary stamp)

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

phone 746-0750
fax 746-4065

Name: _____

Street: _____

City/State/Zip: _____

I/We _____ as the owner(s) of the property known as _____ do hereby depose that I/we are performing the demolition/construction work on said property and that I will not be employing the services of any contractors or sub-contractors and no remuneration will be given for any work performed. It is my understanding that as no person/persons other than myself will be working on this project and that said work will not require generally mandated forms of insurance. In consideration thereof and as the property owner(s), I/we agree to save, defend, indemnify and hold harmless the Incorporated Village of Mineola, it's employees, agents, or representatives against any damages resulting from this demolition/construction.

I certify by my signature that I have read the above statements and understand the content and consequences thereof.

Signature & title

Print name

Sworn to before me
This _____ Day of _____

Notary signature

(Notary stamp)