

BUILDING PERMIT APPLICATION INSTRUCTIONS

- Fill in all permit pages
- New house applications, must include a water tap fee of \$1500
- The application pages are carbonless and each grouping needs to be separated when filling in, or the information will bleed onto the next group.

Typical building permit application includes the following forms:

1. Three sets of architectural drawings including 2015 New York State International Energy Conservation code requirements strapping details required by New York State Building code.
2. Owners information/fee page
3. Permit Data page
4. Permit Affidavits page
5. Nassau County Assessors form
6. Short Environmental form
7. Construction costs are based on the residential costs RS Means data ,36 Annual addition 2017
8. Provide current survey indicating four corner grade elevations.
9. Provide Workers Compensation Liability and NYS Disability
10. Provide a copy of Nassau County Consumer affairs license

BUILDING PERMITS REQUIRE CERTIFICATE OF COMPLETION

1. All Building Permits including Alterations, New Houses, Decks, Sheds and Swimming pools require Certificates of Completion/Occupancy.
2. Plumbing permits now require a Certificate of Plumbing completion.
3. All Building Permits that change the foot print of the house including Swimming Pools require updated surveys.
4. All permits effecting electric require Electric Underwriters Certificate.
5. Final plumbing, Final Inspection, Electric Underwriters and revised survey are required for a Certificate of Completion.

N Y State Building and Energy code Mandatory requirements

1. Duct leakage rough in testing, unless ducts are positioned within the thermal envelope.
2. Heating and cooling equipment shall be sized in accordance with ACCA Manual S with loads calculated based on ACCA manual J.
3. Mechanical ventilation shall meet the requirements of R403.6
4. Blower door test by 3rd parties shall be tested and residence verified as having an air leakage not exceeding 3 air changes per hour; Provide written report
5. Submit Compliance report for permit applications as per R405.4.2.1 and R405.4.2.2
6. A minimum of the Lighting fixtures shall be not less than 75% high efficiency.
7. A permanently affixed certificate shall be posted on or near the electric panel with results of duct and whole-house pressure tests and additional requirements as per R401.3

VILLAGE OF BAYVILLE BUILDING DEPARTMENT
34 SCHOOL STREET, BAYVILLE N.Y. 11709
TELEPHONE 516-628-1247

APPROVED _____

PERMIT NUMBER

DATE _____

NEW _____ RAISE _____ ALT _____ ADD _____ FLOOD ZONE _____ FEE \$ _____

BUILDING CONSTRUCTION PERMIT APPLICATION ESTIMATED COST \$ _____

SECTION _____ BLOCK _____ LOT(s) _____ Residential _____ Commercial _____

ZONING DISTRICT _____ EXISTING OCCUPANCY _____

OWNER'S NAME _____ SITE ADDRESS _____

HOME ADDRESS _____

STATE _____ ZIP CODE _____

OWNER'S HOME PHONE _____ CELL _____

CONTRACTOR'S NAME _____ CELL _____

N. C. CONSUMER AFFAIR'S LICENSE # _____ SUBMIT COPY

PLUMBER'S NAME _____ CELL _____

ASSOCIATED PLUMBING PERMIT NO _____

APPLICATION NAME	AMOUNT	NOTES
BUILDING PERMIT FEE	\$	
CERTIFICATE OF OCCUPANCY/ COMPLETION	\$	
WATER SERVICE FEE	\$	
PLUMBING PERMIT FEE	\$	
PLUMBING CERTIFICATE COMPLETION FEE	\$	
TREE PERMIT FEE	\$	
FLOODPLAIN DEVELOPMENT PERMIT FEE	\$	
DEMOLITION FEE	\$	
TOTAL PERMIT FEES	\$	

PLANNING BOARD APPLICATION # _____ DATE _____

ZONING BOARD OF APPEALS APPLICATION # _____ DATE _____

ARCHITECTURAL REVIEW BOARD APPLICATION # _____ DATE _____

VILLAGE OF BAYVILLE BUILDING DEPARTMENT
34 SCHOOL STREET, BAYVILLE N.Y. 11709
TELEPHONE 516-628-1247

PERMIT NUMBER

APPROVED _____

DATE _____

BUILDING PERMIT DATA SHEET

APPLICATION IS MADE to the Village of Bayville's Building Department for approval of the described construction project with submitted plans and specifications. **STATE PROPOSED WORK IN DETAIL:**

THE BUILDING PERMIT REVIEW MAY REQUIRE THE SERVICES OF THE VILLAGE ENGINEER IN ORDER TO APPROVE THE APPLICANT'S CONSTRUCTION PLANS. THE COST IS IN ADDITION TO THE PERMIT FEE AND MAY REQUIRE ESCROW FEE.

CHECK ALL THAT APPLY RETAINING WALL _____ RAISE HOUSE _____
ALTERATION _____ NEW BUILDING _____ SOLAR PANELS _____ PERGOLA _____ DOOR _____
RESIDENTIAL _____ COMMERCIAL _____ ADDITION _____ GARAGE _____ PORCH _____
DECK _____ FIREPLACE _____ FIRE REPAIR _____ FLOOD REPAIR _____ SEPTIC SYSTEM _____
DRYWELLS _____ COMPRESSOR _____ GENERATOR _____ SWIMMING POOL _____ WINDOWS _____
ROOF DECKING _____ ASBESTOS ABATMENT _____ OTHER _____

SUBMIT SURVEY WITH AVERAGE GROUND LEVEL ELEVATION AND INCLUDE MINIMUM 4 CORNER ELEVATIONS AND PROVIDE TOTAL LOT AREA.

FILL IN AMOUNTS ZONE _____ LOT SIZE _____ SIDE YARDS _____
HEIGHT PROPOSED _____ % OF LOT COVERED _____ LOT WIDTH AT 40 FT _____
BUILDING AREA _____ GROSS FLOOR AREA _____ STREET FRONTAGE _____ F.A.R _____
AVERAGE FRONT YARD SETBACK _____ FRONT YARD SETBACK _____
REAR YARD _____ DETACHED GARAGE SETBACKS _____
GARAGE HEIGHT _____ GARAGE AREA _____

THE DEPONENT IS THE APPLICANT IN THE ABOVE APPLICATION; THAT DEPONENT HAS READ THE FOREGOING APPLICATION AND CONSTRUCTION DRAWINGS AND UNDERSTANDS THE CONTENT THEREOF. THE SAME IS TRUE TO DEPONENTS OWN KNOWLEDGE, EXCEPT AS TO MATTERS THEREIN STATED TO BE ALLEGED ON INFORMATION AND BELIEF, AND TO THOSE MATTERS DEPONENT BELIEVES TO BE TRUE. THE APPLICANT GRANTS PRMISSION TO THE VILLAGE OF BAYVILLE TO INSPECT THE CONSTRUCTION SITE DURING DAYLIGHT HOURS WITHOUT ADVANCE KNOWLEDGE.

STATE OF NEW YORK)
COUNTY OF NASSAU):ss SIGNATURE OF APPLICANT _____

SWORN TO ME THIS _____ DAY OF _____ 20 _____

NOTARY PUBLIC

[Empty box for permit number]

APPROVED _____

DATE _____

PERMIT NUMBER

Building Permits Affidavits

Must be completed by owner and applicant

Affidavit to be completed by owner other than corporation

STATE OF NEW YORK)
COUNTY OF NASSAU): ss

_____ being duly sworn, deposes and says he/she is the owner in fee of the property described in the foregoing application. That I authorize the below listed agent to make this Building Permit application, and that the statements contained herein are true to the best of his knowledge and belief:

Sworn to me this _____ of _____ 20 _____

Signed _____

Notary Public

Affidavit to be completed by corporation representative

STATE OF NEW YORK)
COUNTY OF NASSAU): ss

_____ being duly sworn, deposes and says that the listed Corporation is owner in fee of the described property and authorize the below listed agent to make this Building Permit application. The information contained herein is true to the best of his/her knowledge and belief:

_____ In the county of Nassau and State of New York

That he/she is the _____ of _____

the Corporation, which is owner in fee of the property described in the foregoing application for consideration of the preliminary layout, and that the statements contained therein are true to the best of his/her knowledge and belief.

Sworn to me this _____ of _____ 20 _____

Signed _____

Notary Public

Affidavit to be completed by owner's agent

STATE OF NEW YORK)
COUNTY OF NASSAU): ss

_____ being duly sworn, deposes and says he/she is the agent in the forgoing building permit application, and that he has been duly authorized by the owner in fee, to make this application and that the foregoing statements contained herein are true to the best of his/her knowledge and belief.

Sworn to me this _____ of _____ 20 _____

Signed _____

Notary Public

NASSAU COUNTY DEPT OF ASSESSMENT
 240 OLD COUNTRY ROAD, MINEOLA NY 11501
 RESIDENTIAL/COMMERCIAL BUILDING PERMIT

NBHD (ASSESSOR USE ONLY)

DATE RECEIVED (ASSESSOR USE ONLY)

SECTION	BLOCK	LOT(S)	SCH DIST	PERMIT #
---------	-------	--------	----------	----------

N.E.S.W. SIDE OF OR CORNER OF	CONTACT PERSON
ADDRESS OF PROPERTY	ADDRESS
	CITY STATE ZIP
ESTIMATED COST OF CONSTRUCTION \$	PHONE
	EMAIL
PRINCIPAL TYPE OF CONSTRUCTION STEEL WOOD MASONRY	OWNER
	LESSEE

DETAILED DESCRIPTION OF WORK INCLUDING TYPE AND DIMENSIONS OF IMPROVEMENT

	CENTRAL AIR YES NO
	FINISH ATTIC YES NO
	BASEMENT FINISH 1/4
	1/2 3/4 FULL

CHECK ALL THAT APPLY

NEW BUILDING ___ ADDITION ___ DEMOLITION ___ ALTERATION NO CHANGE S.F. ___ MAINTAIN PRE EXISTING ___

RECONSTRUCTION ___ DECK ___ TERRACE ___ PORCH ___ CAR PORT ___ DORMERS ___ CHANGE IN USE ___

FIRE DAMAGE ___ GARAGE DETACHED ___ HVAC ___ PLUMBING ___ SWIMMING POOL ___ TENNIS COURT ___

Flood damage ___ OTHER

PROPOSED TOTAL PLUMBING FIXTURES HALF BATH = 2 FIXTURES FULL BATH = 3 OR MORE FIXTURES

FIXTURES	BASEMENT	1 ST FLOOR	2 ND FLOOR	3 RD FLOOR	NUMBER OF EXISTING BATHS		
BATHROOM SINK					NUMBER OF EXIST HALF BATHS		
TOILET					NUMBER OF PROPOSED FULL BATHS		
BIDET					NUMBER OF PROPOSED HALF BATHS		
STALL SHOWER					NEW C O NEEDED	YES	NO
BATHTUB					VARIANCE OBTAINED	YES	NO
KITCHEN SINK					CONSTRUCTION IN EXCESS 50%	YES	NO
WET SINK					SURVEY ENCLOSED	YES	NO

DATE OF GRANTING _____ SIGNATURE OF APPLICANT _____

FIELD REPORT ON REVERSE

7/26/16

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

BEFORE YOU DIG

YOU MUST CALL
LONG ISLAND ONE CALL

IT'S THE LAW DIAL 811

TWO TO TEN DAYS PRIOR TO STARTING ANY EXCAVATION,
YOU MUST NOTIFY THE ONE CALL CENTER FOR UTILITIES
MARK OUT

IN ADDITION I AGREE TO HOLD THE VILLAGE OF
BAYVILLE HARMLESS FROM ANY LIABILITY RESULTING FROM
ANY INJURY TO PERSONS OR PROPERTY CAUSED BY
NEGLIGENCE OR OTHERWISE IN CONNECTION WITH
DEMOLITION OR EXCAVATIONS OR CONSTRUCTION WORK
DURING THE LENGTH OF THE PROPOSED PROJECT.

Sworn to me this _____ of _____ 20____

Address _____

Signed

Notary Public

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO
			YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO
			YES
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

PRINT FORM

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

PRINT FORM

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

VILLAGE OF BAYVILLE BUILDING DEPARTMENT

Name of Lead Agency

Date

LEN BARON

BUILDING INSPECTOR

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

PRINT FORM

SOIL AND EROSION CONTROL REQUIREMENTS

IT IS PROHIBITED TO ALLOW THE DISCHARGE OF FLUIDS CONTAINING SEDIMENTS INTO MUNICIPAL STREETS CATCH BASIN OR WATERWAYS

ALL CONSTRUCTION SITES WILL PROVIDE AND MAINTAIN PROTECTION AS SOON AS THE SOIL IS EXPOSED TO EROSION. PERIMETER CONTROLS CONSISTING OF STAKED HAY BALES AND SILITATION FENCES SHALL BE IMMEDIATELY INSTALLED AFTER DEMOLITION OR START OF CONSTRUCTION.

IN AN EFFORT TO CONTROL NON-POINT SOURCE

POLLUTION, EROSION AND SEDIMENT during construction or during landscaping of a property and to prevent water run-off from carrying sediment and/or harmful chemicals into the streets and then into the bay, the Village of Bayville is requiring the following practices:

- Disturbed soils shall be stabilized as soon as possible, with temporary vegetation and/or mulching. Permanent vegetation shall be established as soon as possible, after the utilities are completed and the structure is enclosed, or within a time frame specified, on the building permit.
- The General contractor shall be responsible to maintain Village streets free from any storm water runoff, mud or sediment. Should any storm water run-off, mud or sediment be carried into the street, by vehicles exiting the construction site, the contractor shall immediately, make every effort to clean all runoff from the street.

"House Numbering Ordinance of the Village of Bayville."

§ 14-3 Purpose.

The purpose of these regulations is to require the clear display of authorized and assigned house or building numbers on every building fronting on any street in the Village of Bayville in order to assist the general public and emergency services, public and private, in identifying any property in case of emergency or otherwise.

§ 14-6 Placement of number; compliance required.

Any owner who has not assigned a number prior to the effective date of this chapter shall, within thirty (30) days after notice of assignment of such number, comply with the requirements of this section.

§ 14-7 Specifications.

House or building numbers shall be:

A. In Arabic numerals.

B. A minimum height of three (3) inches for residential properties and a minimum height of six (6) inches for commercial and industrial properties.

C. Mounted in a secure fashion to the front wall or porch of the building so as to be clearly visible from the street. Do not place on front door

D. Sufficiently legible as to contrasting background, arrangement, spacing and uniformity so as to be clearly visible from the street.

E. At least thirty (30) inches above ground level and so placed that trees, shrubs and other obstructions do not block the line of sight of the numbers from the street upon which the building fronts.

F. When possible place numbers in a well-lighted area.

§ 14-8 Alternate methods of placement.

If numbers affixed to the front of the building would not be visible from the street, regulations may be satisfied if the owner, occupant or lessee shall provide the Arabic numbers, as required by these regulations, upon a post, rod or other type of fixture of substantial nature or a mailbox at or near the frontage with the same number affixed thereon and so located upon the same so that the number may be conspicuous and visible from the street upon which the building fronts.