

**APPLICATION FOR ROOF PERMIT**

**\$75 Permit Fee**

Village of New Hyde Park  
1420 Jericho Tpke, New Hyde Park, NY 11040  
(516) 354-0022 FAX: (516) 354-6004

Fee Paid: \_\_\_\_\_  
Issued By: \_\_\_\_\_  
Issue Date: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

JOB LOCATION: \_\_\_\_\_

SECTION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

PROPERTY OWNER ADDRESS TELEPHONE #

CONTRACTOR ADDRESS LICENSE #

CONTRACTOR BUSINESS TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

WHERE WILL DEBRIS BE DISPOSED: TRUCK \_\_\_\_\_ CONTAINER \_\_\_\_\_ (PERMIT REQUIRED)

**ROOFING (CHECK ALL THAT APPLY)**

STRIPPING ROOF \_\_\_\_\_ 2<sup>ND</sup> LAYER \_\_\_\_\_ HOUSE & GARAGE \_\_\_\_\_

HOUSE ONLY \_\_\_\_\_ GARAGE ONLY \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

TYPE OF ROOFING MATERIAL: ASPHALT \_\_\_\_\_ CLAY \_\_\_\_\_ OTHER \_\_\_\_\_

HAS JOB BEEN STARTED: YES \_\_\_\_\_ NO \_\_\_\_\_

CONTRACTOR'S LIABILITY INSURANCE AND WORKERS COMP. MUST BE SUBMITTED WITH THIS APPLICATION  
  
INSURANCE POLICY INCLUDED: YES: \_\_\_\_\_ NO: \_\_\_\_\_

**NOTICE: YOU MUST NOTIFY THIS DEPARTMENT THE LAST DAY YOU ARE ON THE JOB.**

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER PRINT NAME

State of New York  
County of Nassau  
Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Notary Public \_\_\_\_\_

**PLEASE CHECK ONE**

PROPERTY OWNER: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_

\_\_\_\_\_  
BUILDING DEPT. APPROVAL

**PLEASE NOTE: Roofing without a Building Permit is a Village Code Violation and also a \$150 LATE FILING FEE.**

**Homeowner or contractor must submit SELF CERTIFICATION letter to the Village of New Hyde Park (see attached).**

**Incorporated Village of New Hyde Park  
Building Department**



1. The Municipal Code of the Incorporated Village of New Hyde Park requires that all re-roofing projects, both commercial and residential, be done in accordance with the specifications outlined in the NYS Building Code Sec. B-1510 and the NYS Residential Building Code R-907 respectively.

2. Therefore, no re-roofing project is to occur in the Village of New Hyde Park until the homeowner and/or contractor has obtained the necessary permits. In the event that construction and/or installation has been completed without a permit, the homeowner and/or contractor must file a Certification Form with the Building Department, along with a fee of \$225 (\$150 late filing fee and \$75 for the permit fee), certifying that the construction has been performed and completed in accordance with the specifications noted above. The form below shall be completed and signed by the Contractor.

**Re-roofing Certification Form**

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Date Work Will Be Performed: \_\_\_\_\_

I \_\_\_\_\_, (CONTRACTOR) hereby certify that construction at the above address will be done in accordance with the specifications noted in paragraph # 1 above.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STATE OF NEW YORK     )  
COUNTY OF NASSAU    )

SS:

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public