

Inc. Village of New Hyde Park
BUILDING DEPARTMENT
MISCELLANEOUS SERVICES
GENERAL INFORMATION

GENERAL INFORMATION ON REVERSE SIDE OF THIS PAGE
ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH APPLICATION

Date: _____

ALL FEES ARE NON-REFUNDABLE

REQUESTED SERVICE: MARK (X)

CERTIFICATE OF OCCUPANCY: NEW ___ REPLACEMENT ___	FEE: \$ 50.00
CERTIFICATE OF COMPLETION: NEW ___ REPLACEMENT ___	FEE: \$ 50.00
CERTIFICATE OF OCCUPANCY: TEMPORARY ___	FEE: \$ 50.00
CERTIFICATE OF COMPLETION: TEMPORARY ___	FEE: \$ 50.00
CERTIFICATE OF SUMMARY REVIEW OF FILE ___	FEE: \$ 75.00
CERTIFICATE OF EXISTING USE-RESIDENTIAL ___	FEE: \$250.00
CERTIFICATE OF EXISTING USE-BUSINESS/INDUSTRIAL ___	FEE: \$250.00
INSPECTIONS: TYPE: _____	FEE: \$75.00
REVIEW SITE PLAN OR SEQRA (PER 4,000 SQ. FT. OR PART THEROF)	FEE: \$150.00
REVIEW SUBDIVISION APPLICATION (PER 4,000 SQ. FFT. OR PART THEREOF)	FEE: \$200.00
REVIEW ARB APPLICATION-RESIDENTIAL	FEE: \$100.00
REVIEW ARB APPLICATION-COMMERCIAL	FEE: \$250.00
REVIEW ARB APPLICATION-SIGN	FEE: \$150.00

PROPERTY INFORMATION:

SECTION: _____ BLOCK: _____ LOTS: _____

PROPERTY ADDRESS: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

CITY, STATE & ZIP: _____

APPLICANT'S HOME NUMBER: _____ APPLICANT'S CELL: _____

APPLICANT'S E-MAIL: _____

APPLICANT, IF OTHER THAN PROPERTY OWNER: CONTRACTOR, ETC.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE NUMBER: _____ E-MAIL: _____

SIGNATURE: _____

Signature of owner attests to agreement with terms and conditions of this application.

Office Use Only

Violation File Checked: _____ Documentation Required Rec'd: _____ Application Rec'd By: _____ Fee Paid: _____

Date Building Dept./Board Approved: _____ Permit#: _____ Date issued: _____

Issued by: _____



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APPLICATION ON REVERSE SIDE OF THIS PAGE

Fee Authority: Village Code Section 1-32

CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLETION

NEW OR REPLACEMENT: FEE: \$ 50.00

Requires complete inspection of the property and building if "CO" or "CC" is being requested. In the event alterations, additions, or accessory buildings are on the property that the Village was unaware of, they must be "legalized" by submission of all applications for a Building and/or Plumbing permits as required. All fees must be paid including late filing fees before "CO" or "CC" will be issued.

CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLETION TEMPORARY FEE: \$ 50.00

Requires filed and approved Building/Plumbing applications on which permits have been issued. All inspections are required and all work must be current. At the discretion of the Building/Plumbing inspector a "temporary" "CO" or "CC" may be issued pending final approval for a permanent "CO" or "CC."

CERTIFICATE OF EXISTING USE-RESIDENTIAL FEE: \$250.00

CERTIFICATE OF EXISTING USE- BUSINESS/INDUSTRIAL FEE: \$250.00

A certificate for a building or premises constructed and/or altered prior to January 8, 1947.

CERTIFICATE OF SUMMARY REVIEW OF FILE FEE: \$75.00

A certification and summary of all permits and certificates in building file.

INSPECTIONS FEE: \$ 75.00

Review or Inspection for proposed Special Use or Special Exception permits and/or properties, prior to submission to the Board of Zoning and Appeals, or any other inspection made by a Village Inspector at the request of an applicant.

REINSPECTION-After 2nd failed inspection FEE: \$75.00

REVIEW OF SITE PLAN OR SEQRA (per 4,000 sq. ft. or part thereof) FEE: \$150.00

ARB requires submission of site plan, survey, architectural drawings, copy of deed to property and letter explaining in detail the proposed use of the property(s). The letter MUST also provide the reason for the subdivision including a request, by the applicant, for Village Board approval for the subdivision. Upon review, a determination will be made as to whether there are any Zoning, Building, or Plumbing violations, or other restrictions that would not allow the subdivision to take place. If the property is determined eligible for the subdivision the village will provide a letter stating there is no objection. This letter is the applicant's authority to proceed with the subdivision by filing for new deeds with the Nassau County Clerk's office. THE VILLAGE DOES NOT MAKE SUBDIVISIONS.

REVIEW ARB APPLICATION-RESIDENTIAL FEE: \$ 100.00

REVIEW ARB APPLICATION-COMMERCIAL FEE: \$ 250.00