

## PROCEDURE FOR FILING A BUILDING PERMIT

The following items must be sent to the Village of Centre Island Building Inspector c/o Building Department Joseph Richardson, 303 Centre Island Road, Oyster Bay, NY 11771. Phone number: 516-922-2428.

1. Application for Building Permit in triplicate (attached).
2. Nassau County Board of Assessment Form (attached).
3. State Environmental Assessment Form - fill out front (attached).
4. Two (2) copies of a survey map indicating all existing structures on the property and first floor elevations.
5. Two (2) copies of the site plan showing proposed constructions and distances from all property lines. For pools, fencing required by the New York State Building Code must be shown.

For any construction requiring any change in grades to existing parcels, the site plan must indicate existing grades and proposed grades with disposition of rainfall run-off. No run-off to an adjacent property is permitted.

6. Submit two (2) copies of building plans (working drawings), plus five (5) copies for the Architectural Review Board. New houses require models.
7. Submit a plan showing sanitary facilities.
8. Submit a statement from the Architect that plans conform to the New York State Energy Conservation Construction Code and the design calculations.
9. Submit an Insurance Certificate naming the Inc. Village of Centre Island as Certificate Holders for:
  - Workman's Compensation
  - General Liability
  - Disability
10. Submit copy of the contractors Dept. Of Consumer Affairs License.
11. Approvals from the New York State Department of Environmental Conservation and the United State Army Corps of Engineers.
12. Permit Fees (checks should be made payable to the Inc. Village of Centre Island):
  - a) Architectural Review Board - \$100.00
  - b) Certificate of Occupancy - \$100.00

Permit Fee:

- a) Single Family Dwelling: two dollars ~~(\$2)~~ <sup>\$2.50</sup> plus fifty cents (\$.50) per square foot from outside of exterior walls, with a minimum fee of two thousand dollars (\$2,000) plus fifty cents (\$.50) per square foot for road repair and maintenance.
- b) Fence, Wall or Bulkheads: one dollar (\$1) per linear foot with a minimum fee of two hundred fifty dollars (\$250). Repairs and Replacements thereof to an existing fence fifty dollars (\$50).

- c) Alterations and Additions: one percent (1%) of the estimated cost of the alteration. Payment of one percent (1%) of actual cost of alteration is required prior to issuance of the certificate of occupancy. Minimum five hundred dollars (\$500).
- d) Swimming pool, tennis court and deck: Five hundred dollars (\$500) for each accessory use.
- e) Patios: Fee per application: One hundred dollars (\$100).
- f) Brush clearing fee: One hundred dollars (\$100).
- g) Tree removal fee: Fifty dollars (\$50) for the first tree and Twenty five (\$25) for each tree thereafter.
- h) Building permit fee for all other buildings and structures including demolition, drywells and septic systems: Building permit fee for all other buildings and structures, including demolition, cesspools, septic systems: \$100 for the first two thousand dollars (\$2,000) of estimated cost of work, plus ten dollars (\$10) for each incremental one thousand dollars (\$1,000) or fraction thereof estimated cost of work, with the following minimum fees regardless of estimated cost of construction:

| <u>Estimated Cost of Work</u> | <u>Fee</u>        |
|-------------------------------|-------------------|
| Up to \$2,000                 | \$100             |
| Between \$2,000 and \$20,000  | \$500             |
| Between \$20,000 and \$62,000 | \$700             |
| Over \$62,000                 | Use formula above |