

INC. VILLAGE OF CENTRE ISLAND

Joseph Richardson, Building Inspector

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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.

1. **Application for Building Permit in triplicate**
2. **Nassau County Board of Assessment Form**
3. **Survey Map** - Two (2) indicating **all existing structures** on the property and first floor elevations. (Topographic survey required when changes to grade are proposed.)
4. **Site Plan** - Two (2) copies showing proposed constructions and distances from all property lines. Indicate where trees are proposed to be removed. 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. **Building Plans** – Two (2) copies of working drawings, plus six (6) copies for the Architectural Review Board (ARB). **New houses require models.**
7. **Drainage and Sanitary Facilities** – Plan showing location of facilities. (Compliance with NCHD regulations.)
8. Submit a statement from the architect that plans conform to the **New York State Energy Conservation Construction Code** and the design calculations.
9. **Insurance Certificates** - Naming the Inc. Village of Centre Island as Certificate Holder for:
 - a. Workmen’s Compensation
 - b. General Liability
 - c. Disability
10. **Dept. of Consumer Affairs** - A copy of the contractor’s license. Plumbing and electrical license if applicable.
11. **New York State Department of Environmental Conservation** and the **United States Army Corps of Engineers.** – When applicable, proof of approval.

PERMIT FEES
ARB, ZBA & Planning Board
(requires Board approval)

Architectural Review Board (ARB)

\$ 100.00	Minor construction less than \$20,000 of value
\$ 250.00	Construction cost less than \$100,000 of value
\$ 500.00	Construction cost great than \$100,000 of value
\$1,000.00	Construction greater than \$1,000,000 of value or new dwelling.

Zoning Board (ZBA)

\$ 300.00	Non-refundable clerical fee
\$3,000.00	Filing application (held in escrow) to cover legal/public notices/stenographer/building inspector etc.

Planning Board

\$ 300.00	Non-refundable clerical fee
\$3,000.00	Filing application (held in escrow) to cover legal/public notices/stenographer/building inspector etc.
\$1,000.00	Subdivision application
	Zoning Permit:
\$ 300.00	Non-refundable clerical fee
\$2,000.00	\$2,000 (held in escrow) to cover legal/public notices/stenographer/building inspector etc.

BUILDING PERMIT FEES

New Single Family Dwelling

\$3.50	Per square foot from outside of exterior walls, with a minimum of \$2,000
\$.50	Per square foot for road repair and maintenance

BUILDING PERMIT FEES INCLUDING DEMOLITION, DRYWELLS AND SEPTIC SYSTEMS

\$100	For first \$2,000 of estimated cost of work, plus \$10.00 for each incremental \$1,000 or fraction thereof of estimated cost of work
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Minimum Fees for Estimated Cost of Work

\$100.00	\$2,000 estimated cost or less
\$500.00	Between \$2,000 and \$20,000
\$700.00	Between \$20,000 and \$62,000
Formula Above	Over \$62,000

NON-CONSTRUCTION PERMIT FEES

Brush Clearing

\$100

Tree Removal Fee

\$50.00	First Tree
\$25.00	Each additional tree

CONSULTATION FEE

\$100	Per hour for consultation with the Building Inspector prior to the submission of a Building Permit Application.
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CERTIFICATE OF OCCUPANCY/CERTIFICATE OF COMPLIANCE

\$ 100.00	Minor and less than \$100,000 of value
\$ 500.00	Construction cost great than \$100,000 of value
\$1,000.00	Construction cost great than \$1,000,000 of value

Effective October 14, 2015 per order of the Board of Trustees.