

Village of Farmingdale  
361 Main Street  
Farmingdale, NY 11735  
516 249-0093

**BUILDING PERMITS ARE REQUIRED FOR THE FOLLOWING:**

1. New construction (residential and commercial)
2. Additions, alterations (type I, II & III) and repairs to existing building or structure
3. Change of occupancy to an existing building or structure
4. Demolition of an existing building or structure
5. Accessory structure (ie. Permanent barbeque, shed, playhouse, gazebo, pergola, portico)
6. Deck or patio if 8" or more in height measured from adjacent natural grade
7. Cabana or bathhouse (any size)
8. Carport (detached or attached)
9. Sunroom/seasonal room (screened-in or enclosed)
10. Greenhouse
11. Swimming pool (above ground, semi-recessed and fully in-ground)
12. Hot tub
13. Retaining walls (if 2' 0" or more in height measured from adjacent natural grade on each side of wall)
14. Shed (64 s/f or more), 144 s/f and over requires permanent foundation
15. Detached or attached garage
16. Interior alterations to provide habitable space (ie. Finished basement, attic, garage conversion)
17. Fuel gas appliance (ie. Pre-fab fireplace and chimney) when altering structure of building
18. AC/HVAC equipment (ie. CAC condensing unit, roof top units including dunnage)
19. Window and door replacements – alteration level 1 to replace in kind. If over 50% are being replaced within 12 month period – requires energy code compliance as well.
20. Solar panels and rack system (residential and commercial)
21. Commercial grade antennas (commercial only)
22. Commercial grade satellite dish (commercial only)
23. Temporary structures and modular buildings

**Building permits are NOT required for roofing shingle replacement (1<sup>st</sup> 2 layers), exterior siding, and exterior decorative trim.**

**PLUMBING PERMITS ARE REQUIRED FOR THE FOLLOWING:**

1. New plumbing fixture and/or appliance (residential and commercial)
2. Heating appliances (ie boiler or furnace, hot water heater, pool heater, space heater)
3. Fuel gas storage tank (ie. oil, propane, natural gas connection)
4. Fuel gas appliance (ie. gas prefab fireplace, prefab stove, gas burner conversion)
5. Sanitary and/or storm water drainage systems

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**BUILDING PERMIT APPLICATION INSTRUCTION SHEET**

*(the following items must be submitted to process your application)*

1. Application Fee: A non-refundable application fee of \$75.00 must accompany each application. Checks must be made payable to the Village of Farmingdale and no third party checks will be accepted.
2. Application for Building Permit: This application must be completed filled in by typewriter or printed (legibly) in ink and submitted in duplicate to the Clerk of the Inc. Village of Farmingdale. The Property Owner's/Applicant's Consent portion must be signed and notarized before being submitted. Companies or Corporations must have a Principal or an Officer sign and notarize the consent portion.
3. Construction Drawings: Two (2) complete sets of construction drawings shall be submitted with each application to properly describe the nature and scope of work being proposed, the materials and equipment to be used including all pertinent details of structural, mechanical, electrical and plumbing installations. Drawings shall include, but may not be limited to, Plot Plan, Site Plan, Zoning Analysis, Foundation and Floor Plans, Elevations, Building Sections and NYS Energy Code compliance certificate. Construction Drawings shall be prepared in a standard architectural manner to scale and where applicable shall bear the seal and signature of a licensed design professional (Architect or Professional Engineer) as required by NYS Education Law.
4. Survey: Two (2) original copies of a recent property survey shall be submitted with each application. Survey shall be dated within three (3) years of application submission. Surveys shall bear seal and signature of licensed land surveyor and shall provide dimensions of all existing structures, additions, alterations, accessory structures, driveways, curb cuts, pools, fences, with associated setbacks. Surveys provided that are older than three (3) years are subject to a department field inspection and a \$75.00 inspection fee.
5. Insurance Certificates: Workers Compensation, Disability Insurance and Comprehensive General Liability Insurance Certificates shall be submitted with each application. Only **original** Insurance Certificates are acceptable (no faxes or photocopies). Certificates shall name the Village of Farmingdale as the Certificate Holder. Acceptable Workers Compensation Insurance forms are: C-105.2 (12-03), U-26.3, WC/DB-100 and WC/DB-101; for Disability Insurance are: DB-120.1 and DB-155. Accord Forms are **NOT** acceptable. If contractor is self-employed, then two (2) Self Employed Workers Compensation Affidavits must be submitted. If Homeowner is performing the proposed work, then two (2) Affidavits of Exemption for an Owner Occupied Residence must be submitted. For residential construction, a copy of the Contractor's Nassau County Home Improvement License shall also be submitted.
6. Permits and Inspections: Upon approval of the application, the Village of Farmingdale shall issue a Building Permit to the applicant with duplicate sets of approved plans. One set of approved plans shall be returned to applicant to be kept on premises and be made available to the code enforcement official to perform required inspections during the progress of work. No work shall commence prior to the issuance of such Building Permit. Refer to the inspection checklist attached to the Building Permit documents to determine the inspection requirements as applicable to this application.
7. Permit Fees: Upon completion of the plan review the inspector will calculate the construction cost (based on a national construction standard) and establish a permit fee according to the Village's Fee and Deposit Law.
8. Certificate of Occupancy: Upon completion of proposed work and required inspections and receipt of all documentation to the satisfaction of the code official, the Village of Farmingdale shall issue a Certificate of Occupancy (C.O.) and/or Certificate of Completion (C. of C.). No building shall be occupied or used in whole or in part for any purpose until such C.O. or C.C. has been issued by the Village of Farmingdale.



# Village of Farmingdale

PERMIT No. \_\_\_\_\_

361 Main Street • Farmingdale, New York 11735 • Tel: 516-249-0093 • Fax: 516-249-0355 • www.farmingdalevillage.com

## APPLICATION FOR BUILDING PERMIT

Amt. Paid \$ _____
Date: _____
MCR #: _____

LOCATION: \_\_\_\_\_  
(Give street number, name, side and distance from nearest cross street)

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

APPLICATION IS HEREBY MADE to the Village of Farmingdale for the issuance of a Building Permit pursuant to the New York State Building Construction Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant hereby agrees to comply with all applicable laws, ordinances or regulations.

	<u>NAME</u>	<u>STREET ADDRESS</u>	<u>POST OFFICE</u>	<u>ZIP</u>	<u>PHONE #</u>
Property Owner:	_____	_____	_____	_____	_____
Applicant:	_____	_____	_____	_____	_____
Architect:	_____	_____	_____	_____	_____
Contractor*:	_____	_____	_____	_____	_____

\* Pursuant to Section 57 of the Workers' Compensation Law a Certificate of Insurance on the standard form subscribed by an Insurance company authorized by the Superintendent of Insurance to issue Workers' Compensation policies must be filed with this application covering all operations in connection therewith.

- State existing use and occupancy of premises and intended use and occupancy of proposed construction.  
A. Existing Use: \_\_\_\_\_ B. Intended Use: \_\_\_\_\_
- Nature of Work:     New Building     Addition     Alteration     Repair     Removal     Demolition  
Description of work: \_\_\_\_\_
- If dwelling, number of dwelling units: \_\_\_\_\_ Number of dwelling units on each floor: \_\_\_\_\_ If garage, number of cars: \_\_\_\_\_
- If business, commercial or mixed occupancy, specify nature and extent of each type of use: \_\_\_\_\_
- Dimensions of entire new construction: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Depth: \_\_\_\_\_ Height: \_\_\_\_\_ Number of stories: \_\_\_\_\_
- Size of Lot:    Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Depth: \_\_\_\_\_
- Zone or Use district in which premises are situated: \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

NO OVERSIGHT, ERROR OR OMISSION ON THE PART OF THE VILLAGE OR ITS REPRESENTATIVE SHALL LEGALIZE THE ERECTION, CONSTRUCTION, ALTERATION, REMOVAL, USE OF OCCUPANCY OF A BUILDING OR STRUCTURE THAT DOES NOT CONFORM TO THE PROVISIONS OF THE STATE BUILDING CODE AND THE BUILDING ZONE ORDINANCE.

THE UNDERSIGNED PROPERTY OWNER AGREES TO CONFORM TO ALL APPLICABLE LAWS OF THE INCORPORATED VILLAGE OF FARMINGDALE, COUNTY OF NASSAU & STATE OF NEW YORK

### PROPERTY OWNER'S CONSENT

STATE OF NEW YORK  
COUNTY OF NASSAU

ss:

\_\_\_\_\_ being duly sworn, deposes and says: That he/she resides at \_\_\_\_\_  
in the village of \_\_\_\_\_ in the State of \_\_\_\_\_  
and that he/she is the owner in fee of all that certain lot, piece or parcel of land shown on the attached survey, situated, lying and being within the incorporated area of the Village of Farmingdale, that the work proposed to be done upon the said premises, will be done in accordance with the approved application and accompanying plans, and hereby authorizes \_\_\_\_\_  
(applicant) to make application for a permit to perform said work in the foregoing application and accompanying plans, and all the statements herein contained are true to deponent's own knowledge.

(Sign here) \_\_\_\_\_ (owner)

NOTARY PUBLIC

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_