

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

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 completely 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. The \$75.00 application fee will be deducted from the calculated permit fee to establish the balance due prior to receipt of the building permit.
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. of C. has been issued by the Village of Farmingdale.