

Village of Stewart Manor
SIDEWALK / DRIVEWAY / APRON / STOOP PERMIT -
GENERAL INFORMATION

- All Permits issued are valid for one (1) year from date of issue.
- Permits are issued as soon as possible after submission of all required documents. **DEPENDING ON SCHEDULING IT MAY TAKE TWO OR MORE WEEKS FOR APPROVAL.** You will be notified when your application is approved or denied. If approved, you may pick up your permit upon payment in full of the permit fee.
- All New York State Building codes must be met.
- No permit will be issued if the applicant, business, or a principle of the corporation submitting the application has any outstanding unpaid violations due the Village.
- Inspections will be required before the pouring of concrete.

REQUIRED DOCUMENTATION: The following information is required to be submitted **with** the application. Any missing information will delay the application process.

1. Completed Application with all blanks filled in and statement on back signed and notarized. If an item is "not applicable" note as N/A. Leave no blanks.
2. Fees:

Repair/replacement of existing sidewalk:	\$10
Repair/replacement of existing stoop, walk, driveway:	\$25
Repair/replacement of existing curbs/aprons:	\$75 plus \$.20 per linear foot
New Construction of a sidewalk/curb or apron:	\$100 review fee plus \$100 permit fee
New Construction of a stoop, walk, driveway:	\$100 review fee plus \$50 permit fee

ALL FEES ARE NON-REFUNDABLE.
3. Copy of the property survey (plot plan) showing the location of the work or if not available, a simple drawing of the property showing the location of the work.
4. Copy of the current Nassau County Consumer Affairs License of any contractor named on the permit application.
5. If work is being performed by a Contractor, the contractor must provide insurance indemnifying the Village including proof of Liability Insurance and Workman's Compensation Insurance.
6. If work is being performed by the homeowner, a form that is provided by the Village must be completed stating the work is being performed by the homeowner.

Upon receipt of the foregoing information your requests for these permits will be reviewed.

Upon issuance of the permit it is the responsibility of the permit holder to request inspection prior to the pouring of concrete. An appointment may be made by contacting the Village Building Department to schedule an inspection appointment. Please allow at least 72 hours notice to schedule an inspection. The phone number is 516-354-1800.

INSURANCE REQUIREMENTS FOR CONSTRUCTION OPERATIONS

WORKERS COMPENSATION

Coverage	Statutory
Extensions	Voluntary compensation All states coverage employers Employers liability - unlimited
Notice of Cancellation	30 Days
Evidence	Certificate of Insurance

COMPREHENSIVE LIABILITY

Coverage	Occurrence - 1988 ISO or equivalent
Limits	General Aggregate \$2,000,000 Products - comp/Ops Aggreg \$1,000,000 Pers. & Advert. Injury \$1,000,000 Each Occurrence \$1,000,000 Fire Damage (Any One Fire) \$ 50,000 Medical Exp. (Any One Pers.) \$ 5,000
Notice of Cancellation	30 Days
Additional Insured	Inc. Village of Stewart Manor, all elected and appointed officials, employees and volunteers using ISO Form CG2010 (B) or equivalent.
Evidence	Certificate of Insurance and copy of additional insured endorsement

OWNERS PROTECTIVE

Coverage	Occurrence
Limits	Minimum Limit - \$1,000,000 CSL
Premium Payment	Responsibility of Contractor
Policy Period	Start of project and until project is accepted as completed by owner
Notice of Cancellation	30 Days
Evidence	1) Certificate of Insurance 2) Copy of Binder 3) Copy of original policy to be delivered within 45 days of start of project

Village of Stewart Manor
SIDEWALK, DRIVEWAY, APRON, STOOP PERMIT APPLICATION
**** See general information sheet for information and requirements. *****
PAGE ONE - - - COMPLETE BOTH SIDES OF THIS APPLICATION

DATE:- _____ PROPERTY ID: _____

PROPERTY INFORMATION:

SECTION: 33 BLOCK: _____ LOTS: _____

OWNER'S LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____

APPLICANT (if different) LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____

DESCRIPTION OF WORK: _____

CONTRACTOR:

NAME: _____ LIC#: _____ *

BUSINESS NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

****Attach a copy of the current license showing proof of ability to work in the County of Nassau***

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OFFICE USE ONLY :

**VILLAGE OF STEWART MANOR
BUILDING DEPARTMENT
OWNER'S AUTHORIZATION**

I (we) hereby certify that:

- 1) The information provided on this permit application is true and correct. I understand that the Village of Stewart Manor will approve or deny a permit based on the information provided.
- 2) I agree to permit the Building Inspector and any officer or employee of the Village of Stewart Manor to enter upon the premises in the discharge of their duties with this application.
- 3) A copy of approved permit will remain on the premises at all times until the work is completed.
- 4) Building Inspector will be given a minimum of 48 hours notice to make the required inspection and no work will continue until such inspection has been completed and approved.
- 5) Owner or his representative will be responsible to arrange for all required inspections.

State of New York]
County of Nassau]

Property Owner - Please Print

Property Owner deposes and says that he/she resides
at:_____

in the State of _____, that he/she is the owner in fee of all certain lots, parcel of land shown on the attached survey Section 33 Block _____ Lot(s) _____ situated, lying and being within the Village of Stewart Manor; that I/we have read and understand items 1 through 4 as here in stated, that the work to be done upon the premises, will be done in accordance with the approved application and accompanying plans, of which he/she totally familiar and that he/she hereby names _____ as his or her representative to file this application on his/her behalf.

Signature of Owner _____

Sworn to me this _____ day of _____ 200_____

Signature of Notary Public _____