

**Village of Stewart Manor**  
**BUILDING PERMIT - GENERAL INFORMATION**

**THIS INFORMATION IS FOR BUILDING PERMITS ONLY.**  
**PLUMBING PERMITS MUST ALSO BE APPLIED FOR ALL PLUMBING WORK.**

1. \$100 Plan Review Fee **MUST** be paid at time application is filed.
2. ALL FEES ARE NON-REFUNDABLE.
3. All blanks on the Application are to be filled in. If an item is "not applicable" note as N/A.  
Leave no blanks.
4. All applications are subject to Building Department and Village Board approval.
5. No license or 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.
6. The pink permit card by the Building Inspector must be prominently displayed and readily available for review by any Village designated authority.
7. All Permits issued are valid for one (1) year from date of issue and must be renewed with Board of Trustees approval if work is not completed to avoid a summons.
8. Building Permits are issued as soon as possible after submission of all required documents and Board of Trustees approval. **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.
9. ALL NEW YORK STATE BUILDING AND FIRE CODES MUST BE MET.
10. A new property survey will be required on all jobs before a certificate of occupancy or completion will be issued. This is to insure that all zoning requirements are met.

**THE FOLLOWING INFORMATION IS REQUIRED TO BE SUBMITTED WITH THE APPLICATION. ANY MISSING INFORMATION WILL DELAY THE APPLICATION PROCESS.**

1. Three sets of plans drawn by and certified by an architect or a professional engineer. If plans are not drawn by an architect or a professional engineer they must be drawn to scale and must comply with the minimum standards set forth in the New York State Building Uniform Fire Prevention and Building Code. Drawings not by an architect or a professional engineer are subject to rejection at the discretion of the Building Department.
2. Copy of the property survey (plot plan).
3. Copy of the deed to the property for new construction.
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 and must provide a Copy of his Workers Compensation Insurance and proof of Liability 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.
7. For Demolition: Proof of Extermination Inspection by Exterminator or Nassau County Board of Health.

Upon receipt of the foregoing information your requests for these permits will be reviewed and submitted to the Board of Trustees for appropriate action.

**Upon issuance of the permit it is the responsibility of the permit holder to request inspections.** 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. On the REVERSE side of this page is additional information.

## EXPLANATION OF INSPECTIONS:

**All may not apply to your permit.**

1. Excavation - before footings are placed.
2. Footings - forming and pouring of concrete.
3. Foundation - forming and pouring concrete for foundation.  
Upon completion "CORE" test results, by a testing lab, must be provided to the Building Department.
4. Fire Place - inspect flu, chimney and hearth.
5. Waterproofing - before foundation is back filled.
6. Rough Framing - studding, roof and floor beams, blocking, roof sheathing and siding.
7. Plumbing - after all rough plumbing and all fixtures are installed
8. Insulation - of exterior walls and roof beams.
9. Electrical - Inspection by Fire Underwriters for certificate.
10. Other - any and all other inspection that are required by the type of permit issued.
11. Final - Completion of all work prior to issuance of Certificate of Completion or Certificate of Occupancy.

Type of Inspection	Called for Inspection	Inspection Date
1. Excavation		
2. Footing		
3. Foundation		
5. Waterproofing		
6. Rough Frame		
7. Strapping		
8. Rough Plumbing		
9. Rough Electrical		
10. Insulation		
11. Electrical By Fire Underwriters	A copy of the completed Fire Underwriters Certificate must be sent to the Village Building Department when received.	
12. Final Plumbing		
13. Other: _____		
14. New Survey	A copy of the new survey, conducted by a licensed surveyor must be sent to the Village Building Department when received. A Certificate of Completion or Certificate of Occupancy will not be issued without this document.	
15. Final Inspection		

Village of Stewart Manor  
BUILDING 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: \_\_\_\_\_  
\_\_\_\_\_

CHECK ALL THAT APPLY: NEW DWELLING: \_\_\_\_\_ ALTERATION: \_\_\_\_\_

ADDITION: \_\_\_\_\_ RETAINING WALL: \_\_\_\_\_ FENCE: \_\_\_\_\_ ACCESSORY SHED: \_\_\_\_\_

ACCESSORY BLDG: \_\_\_\_\_

Is this a permit to legalize an existing structure? YES \_\_\_\_\_ NO \_\_\_\_\_

ESTIMATED COST OF PROPOSED CONSTRUCTION: \_\_\_\_\_

SQUARE FEET OF LOT \_\_\_\_\_ % OF LOT AREA \_\_\_\_\_ SIZE PROPOSED BLDG \_\_\_\_\_

PRESENT USE OF BUILDING \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

SQ. FT OF WORK AREA: \_\_\_\_\_

**ARCHITECT/ENGINEER:**

NAME: \_\_\_\_\_ LIC#: \_\_\_\_\_ \*

BUSINESS NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**CONTRACTOR:**

NAME: \_\_\_\_\_ LIC#: \_\_\_\_\_ \*

BUSINESS NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**ELECTRICIAN:**

NAME: \_\_\_\_\_ LIC#: \_\_\_\_\_ \*

BUSINESS NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**PLUMBER:**

Separate Plumbing Application must be filed and a separate plumbing permit issued. All plumbers must be licensed with the Village of Stewart Manor. A separate \$100 review fee is charged for all plumbing work.

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

**OFFICE USE ONLY**

Violation File Checked: \_\_\_\_\_ Documentation Required Received : \_\_\_\_\_

Application Rec'd. By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Date Building Dept./Board Approved: \_\_\_\_\_

Permit #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_

**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) Approved plans and a copy of approved permit will remain on the premises at all times until Certificate of Occupancy/Completion is issued. These plans will be made available to the Building Inspector.
- 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 \_\_\_\_\_

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**DO NOT WRITE BELOW - FOR OFFICE USE ONLY**

APPLICATION FEE: \_\_\_\_\_ APPLICATION #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

ZONE: \_\_\_\_\_ CLERK #: \_\_\_\_\_ BZA # \_\_\_\_\_ SITE PLAN REVIEW: \_\_\_\_\_

LOCATION: \_\_\_\_\_

FOUNDATION SURVEY OK'D DATE:- \_\_\_\_\_ SPECIAL CONDITIONS CHECKED: \_\_\_\_\_

ELECTRICAL CERTIFICATE: \_\_\_\_\_ WORK COMMENCED ON: \_\_\_\_\_

FINAL INSPECTION DATE: \_\_\_\_\_ DATE SIGNED OFF: \_\_\_\_\_

INSPECTOR SIGN OFF: \_\_\_\_\_ PLUMBING PERMIT#: \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_ SQUARE FOOTAGE X \$ \_\_\_\_\_ = \_\_\_\_\_

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## **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