INC. VILLAGE OF COVE NECK

OFFICE: (516) 801-6525
FAX: (516) 801-6524

CONSTRUCTION WORK HOURS

****

8:00 A.M. TO 6:00 P.M.
MONDAY – FRIDAY ONLY
NO WEEKENDS OR HOLIDAYS

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BUILDING DEPARTMENT HOURS OF OPERATION

MONDAYS, WEDNESDAY, AND FRIDAYS ONLY
9:00 A.M. - 3:00 P.M.

INSPECTION DAYS

MONDAY AFTER 1 P.M.
FRIDAY AFTER 1 P.M.

OFFICE: (516) 801-6525
FAX: (516) 801-6524
EMAIL: buildingdept@coveneck.org

Revised 11/16/2015

INCORPORATED VILLAGE OF COVE NECK
147 Forest Avenue
Locust Valley, NY 11560
Building Inspector: Karl F. Bicknese
(516) 801-6525 / Fax (516) 801-6524

BUILDING PERMIT APPLICATION CHECKLIST

The following items must be completed and submitted to the Building Department:

1. Application: A Building Permit Application, completed and notarized.
2. Survey: Three copies of an updated survey (within the last 5 years) prepared, signed, and sealed by a New York State licensed surveyor indicating all existing structures on the property with their dimensions and offsets to property lines.
3. Site Plan: Three copies of the site plan showing proposed constructions and distances from all property lines. (For POOLS, fencing, which is required by the New York State Building Code, must be shown and pool equipment located with setbacks.) With any construction requiring a change in grade, the site plan must indicate existing grades and proposed grades with computations and methods of handling all rainfall run-off. *No run-off to an adjacent property is permitted.*
4. Building Plans: Three copies of working drawings which must include all existing and proposed square footage, proposed heights, foot print calculations, etc.
5. Sanitary Plan: If applicable, a plan showing sanitary facilities.
6. Architect Energy Conservation Statement: A written statement from the Architect acknowledging compliance with New York State Energy Conservation Construction Code.
7. Insurance and Workman's Compensation: An Insurance Certificate, indicating the address of the work to be performed and naming the Village as the Certificate Holder.
   NOTE: It shall be the contractor's responsibility to provide continuous coverage for the duration of the job.
8. Photographs: For existing structures built without a permit, photographs must be supplied.
9. Nassau County Assessor's Form
10. Fees: All fees must be received before an application can be processed.
11. Tree Permit: If any trees are to be removed, they must be noted on the plan and cannot be removed until a building permit has been issued.
12. Resident/Contractor Form

INCORPORATED VILLAGE OF COVE NECK

BUILDING PERMIT FEES

Permit fee in an amount equal to 1% of the estimated cost of construction based upon actual cost or the Village's minimum construction standards or minimum permit fee, whichever is greater.

Cost of Construction and minimum permit fees:

New Dwelling	$300 per square foot
Addition/Alteration	$250 per square foot for all new square footage to dwelling, $200 per square foot for alteration to existing square footage
Accessory Building	$200 per square foot
Decks/Masonry Patio	$25 per square foot or $250, whichever is greater
Commercial Construction	$350 per square foot
Swimming Pool.	$1,000
Tennis Court	$1,000
Storage Shed (200 sq ft or less)	$100
Oil or propane tank installation	$275
Spa, hot tub, recreational court	$500
Demolition or principal dwelling	$4,000
Demolition of accessory structure	$1,000

ADDITIONAL FEES:

a. $500 for Site and Architectural Review Board;

b. $500 Certificate of Occupancy;

c. $1,500 for an Engineering Review of the Site Plan for a new single family dwelling, or

d. $750 for an Engineering Review of the Site Plans for any other improvements to existing single family dwelling and/or structure; construction or alteration of an in-ground pool, tennis court, deck, attached garage or other significant accessory building.

MAINTAIN FEES:

Building permit fees shall be DOUBLED for construction that is commenced without a validly issued building permit by the Building Department. If the terms or conditions of the building permit or provisions of the Village's Code occur during construction after the issuance of the permit, the Building permit fees shall be increased as follows:

First Violation $500
Second Violation $1,000
Third Violation $2,500
Fourth Violation $7,500

PERMIT DURATION, RENEWAL AND EXPIRATION

The building permit for a single family dwelling will expire 18 months from the date of issuance. For all other construction, the building permit will expire 12 months from the date of issuance. A building permit may be extended for an additional 6 months upon payment of renewal fee of $500. No further renewals of a building permit will be granted, unless authorized by the Board of Trustees.

INCORPORATED VILLAGE
OF
COVE NECK
147 Forest Avenue
Locust Valley, N.Y. 11560
TEL. (516) 801-6525 FAX. (516) 801-6524

BUILDING PERMIT APPLICATION
FEE SCHEDULE

HOMEOWNERS NAME:_____

PROJECT ADDRESS:_____

SECTION/BLOCK/LOT:_____

PROJECT DESCRIPTION:_____

COST OF CONSTRUCTION:_____

SQUARE FOOTAGE: New_____ Existing to be Renovated_____

BUILDING PERMIT FEE:_____

Building permit fee of 1% of the Cost of Construction using the following minimums:
$300/square foot for New Dwellings
Additions $250/square foot
Alterations to existing space $200/square foot
Accessory Buildings $200/square foot
Decks/Masonry Patios minimum of $250 or 1% of the cost of construction based on a minimum of $25/square foot, whichever is greater
Pools & Tennis Courts $1,000
Spa, Hot Tub or Recreational Court $500
Storage Sheds under 200 sq. ft. $100 (over is based on $200/square foot)
Oil to Gas conversions, Propane tank installations, generators, etc. $275
Demolition of Dwelling $4,000 and Accessory Structure $1,000
Permit Renewal $500

CERTIFICATE OF OCCUPANCY: $500

SARB: $500

SITE & DRAINAGE REVIEW $750 ($1,500 for a New Dwelling)

TOTAL FEE: _____

INC. VILLAGE OF COVE NECK
147 Forest Avenue
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Phone: (516) 801-6525 / Fax: (516) 801-6524

APPLICATION FOR BUILDING PERMIT

PROPERTY ADDRESS:_____

SECTION:_____ BLOCK:_____ LOT:_____ ZONE:_____(Acres)

APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the applicable Code and Zoning Ordinance for the construction of buildings, additions or for the removal as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

_____ _____ (_____) _____
PRINT APPLICANT NAME APPLICANT SIGNATURE WORK NUMBER

_____ (_____) _____
(MAILING ADDRESS IF DIFFERENT THAN PROPERTY ADDRESS) CELL #

Is Applicant (Circle One) OWNER, LESSEE, AGENT, ARCHITECT, ENGINEER OR BUILDER.

Intended use and occupancy of proposed construction (Circle One):
RESIDENTIAL COMMERCIAL OTHER (Explain)_____

ESTIMATED COST OF CONSTRUCTION $_____

PERMIT FEE $_____ + CO FEE $_____ + CO DEPOSIT $_____ + S&D FEE $_____

TOTAL FEES DUE: $_____

GENERAL SCOPE OF PROPOSED PROJECT:_____

_____

DESCRIPTION	EXISTING SQ. FT. TO BE RENOVATED	PROPOSED ADDITIONALSQ. FT	TOTAL SQ. FT
BASEMENT			
1ST FLOOR			
2ND FLOOR			
GARAGE			
PORCH			
TERRACE			
OTHER _____			
TOTAL SQ. FT:			

DESCRIPTION	EXISTING	PROPOSED
BUILDING HEIGHT		
HABITABLE FLOOR AREA		
MAXIMUM BUILDING COVERAGE* %		
SIDE YARD SETBACK		
REAR YARD SETBACK		
FRONT YARD SETBACK		

*(Include dwelling, accessory buildings, pools, all other structures including patios, driveways, etc.)

CIRCLE IF APPLICABLE: FLAG LOT, CORNER LOT

CIRCLE ONE - IS THIS LOT ON A COUNTY, VILLAGE OR PRIVATE ROAD?

ARE TREES TO BE REMOVED AS PART OF THIS APPLICATION? YES OR NO
IF YES, PLEASE SUBMIT A SEPARATE TREE REMOVAL APPLICATION. DO NOT REMOVE ANY TREES UNTIL A TREE PERMIT HAS BEEN ISSUED.

DOES THE PROPOSED CONSTRUCTION VIOLATE ANY ZONING LAWS? YES OR NO

IF YES, PLEASE EXPLAIN: _____

_____

THE CONTRACTOR MUST SUBMIT PROOF OF GENERAL LIABILITY AND COMPENSATION INSURANCE TO THE BUILDING DEPARTMENT AND THE VILLAGE OF COVE NECK MUST BE LISTED AS ADDITIONAL INSURED AND HELD HARMLESS.

NAME OF ARCHITECT: _____PHONE (____)_____

NAME OF CONTRACTOR: _____PHONE (____)_____

ALL ELECTRICAL WORK WILL REQUIRE AN ELECTRICAL UNDERWRITERS CERTIFICATE. ALL PLUMBING REQUIRES CERTIFICATE FROM A LICENSED PLUMBER. AN ARCHITECT'S STAMPED LETTER MUST BE SUBMITTED CERTIFYING ALL WORK WAS COMPLETED TO STATE AND LOCAL CODES.

STATE OF NEW YORK, COUNTY OF NASSAU, SS:

_____being duly sworn deposes and says that he is the applicant above named.
(Name of individual signing application). I am the _____
(Contractor, agent, corporate officer, etc.)
of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.
Sworn to before me
this _____day of_____20_____ _____
(Signature of applicant)

_____

Notary Public,_____County

SWIMMING POOL, POOL ENCLOSURE AND PATIO SITE, GRADING AND DRAINAGE REQUIREMENTS

A COMPREHENSIVE SITE & DRAINAGE PLAN, STAMPED BY A LICENSED PROFESSIONAL, INCLUDING THE FOLLOWING IS REQUIRED:

1) LOCATE POOL, POOL PATIO AND POOL EQUIPMENT ON EXISTING SURVEY SHOWING PROPERTY LINE OFFSETS.

2) SHOW CALCULATIONS FOR SIZE OF DRYWELL TO ACCOMMODATE A 3" RAINFALL OVER THE ENTIRE POOL SURFACE AND PATIO.

3) SHOW LOCATION, SIZE AND DETAIL OF DRYWELL ON PLAN.

4) INDICATE BY CONTOURS, ELEVATIONS AND/OR FLOW LINES HOW RUNOFF WILL GET TO DRYWELL*. (IF PATIO DRAINS ARE USED, SHOW DETAIL AND INDICATE USE OF MINIMUM 4" P.V.C. PIPING TO DRYWELL.

5) SHOW LOCATION OF FENCING AROUND POOL AREA WITH NOTE REQUIRING SELF CLOSING, SELF LATCHING AND LOCKABLE GATES. FENCING MUST BE A MINIMUM OF 4 FEET IN HEIGHT AND THE OPENING IN THE BARRIER SHALL NOT ALLOW PASSAGE OF A 4" DIAMETER SPHERE. THE UPPER HORIZONTAL BAR OF THE BARRIER SHALL BE AT LEAST 48" FROM GRADE OR LOWER HORIZONTAL BAR.

6) WHERE A WALL OF A DWELLING SERVES AS PART OF POOL BARRIER ONE OF THE FOLLOWING CONDITIONS SHALL BE MET:

A. ALL DOORS WITH DIRECT ACCESS TO THE POOL THROUGH THAT WALL SHALL BE EQUIPPED WITH AN ALARM WHICH PRODUCES AN AUDIBLE WARNING WHEN THE DOOR AND ITS SCREEN, IF PRESENT, ARE OPENED. THE ALARM SHALL SOUND CONTINUOUSLY FOR A MINIMUM OF 30 SECONDS IMMEDIATELY AFTER THE DOOR IS OPENED AND BE CAPABLE OF BEING HEARD THROUGHOUT THE HOUSE DURING NORMAL HOUSE-HOLD ACTIVITIES.

B. ALL DOORS WITH DIRECT ACCESS TO THE POOL THROUGH THAT WALL SHALL BE EQUIPPED WITH SELF-CLOSING DOORS AND SELF-LATCHING DEVICES.

7) INDICATE ON PLAN ANY PROPOSED TREE REMOVAL OVER 8" DIAMETER.

8) A MINIMUM 4 FOOT HIGH CONSTRUCTION FENCE MUST BE ERECTED AROUND THE SITE PRIOR TO START OF CONSTRUCTION.

* DRYWELLS MUST BE A MINIMUM OF 20 FEET CLEAR OF ALL STRUCTURES AND 10 FEET FROM PROPERTY LINES.

Inc. Village of Cove Neck / Building Department
147 Forest Avenue
Locust Valley, NY 11560
Telephone: (516) 801-6525 Fax: (516) 801-6524

TREE REMOVAL APPLICATION

Section:_____ Block:_____ Lot:_____

Date of Application: _____

Homeowner Name: _____

Address: _____

_____

Telephone# _____

Number of Trees to be Removed: _____

Approval: _____

Provide a description and/or survey of the proposed tree removal work, including the number, size and location of the live trees to be cut down. Place a ribbon (one color only) around the trees to be removed. Do not mark the trees with a permanent substance such as paint.

All tree removal debris needs to be removed from the property unless used for mulch and/or firewood. Firewood needs to be neatly stacked and obey setbacks.

Tree warden must inspect trees and collect a fee payable to the Inc. Village of Cove Neck using the following sliding scale:

- Tree removal permit fee is $50 minimum for up to five trees
- Six to Ten trees is $20 per tree
- Eleven to Twenty trees is $30 per tree for every tree to be removed beyond 5
- For 31 trees or more is $75 per tree for every tree to be removed beyond 5

For an application that pertain to a property for which a prior tree removal permit was issued within the past twelve-month period, or for a property where trees were removed without a removal permit, the permit fee shall be calculated using the total number of all trees that have been and will be removed, charged at the highest applicable rate per tree. There shall be no credit for prior fees paid.

The application fee for a tree removal permit fee, the Village may require new planting to replace trees to be removed or that have been removed; the number, size, species and location of the plantings shall be as determined by the Village Board of Trustees.

Mail or fax applications to Karl Bicknese, Tree Warden, 147 Forest Avenue, Locust Valley, NY 11560

If you have any questions or require additional information, please contact, Karl Bicknese, 516-801-6525 (Fax #: 516-801-6524).

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RESIDENT/CONTRACTOR ACKNOWLEDGEMENT/AGREEMENT FORM

As the homeowner, you are responsible for and agree to comply with all provisions of the residential code of New York State and the Village of Cove Neck Building and Zoning Ordinances including, but not limited to:

You agree to:

Discuss the location of the LIPA meter with the Building Dept. prior to its installation and must comply with setbacks
Post the building permit in clear view from the road in a clear weatherproof enclosure.
No work is to be performed on weekends and New York State legal holidays.
No work is to be performed on-site between the hours of 6:00 P.M. and 8:00 A.M.
To provide hay bales when required, for erosion control to prevent run-off from the construction site.
To sweep egress roads when dirt is tracked onto them from your construction site.
To advise building department of proposed access to construction site for which a road bond maybe Required.
To place an orange plastic construction fence around all proposed work areas as determined by the Building Inspector prior to issuance of this permit.
Request a road opening and/or curb cut permit from Nassau County if applicable.
To acknowledge all structures must be built on your property and not in the Village Right of Way.
Property owners will be held responsible for any structures or objects (organic or otherwise) placed in these shoulders either above or below the ground (i.e, invisible fencing, irrigation systems, masonry piers, etc.).

You agree to NOT proceed beyond the following points until inspected by the Building Inspector:

Foundation staked out as per plans prior to clearing.
Setbacks staked out by a licensed surveyor if construction is 5 feet or less from setback.
Excavation before footings are poured
Footings before and after pouring
Foundation walls before backfill
Framing inspection
Plumbing, and insulation inspections before enclosing
Final Inspection

Any deviation from these agreements may result in an appearance ticket being issued and/or a STOP WORK ORDER being issued, or both.

To obtain a permit you recognize the many necessary steps outlined, and will obtain the necessary documents as follows:

A completed and notarized application with proof of ownership if recently purchased.
A current survey not older than five years

Full payment of all anticipated fees and proof of contractor's liability and workman's compensation insurance.
Nassau County Assessor's form
Approval by the Building Department, Site & Architectural Review Board and Site and Drainage approval.
Contractor's General Liability Insurance and Workers Compensation.
A tree plan approved by the Building Inspector prior to removal of any trees and/or shrubs no matter what their condition and a tree permit obtained from the tree warden.

Upon completion of construction, ***a Certificate of Occupancy must be obtained*** as occupancy or use of any structure without a Certificate of Occupancy is a violation of the Village building ordinance.

The following documents are required to obtain a Certificate of Occupancy or Certificate of Completion.

A final survey showing all as built structures.
A Final Cost Affidavit and any overage fee payments if applicable at $10 per $1,000.
Certifications for the sanitary, drainage, plumbing, and H.V.A.C. systems.
An underwriters certificate, an architects letter and a final inspection by the Building Inspector.

Both you as the homeowner and your contractor, must sign this form prior to the issuance of any permit. By signing below you acknowledge and accept the terms you have read and understand and agree to the above provisions.

HOMEOWNER	CONTRACTOR
Print Name:	Print Name:
Cell #:	Cell #:
Business #: Fax #:	Business #: Fax #:
Signature:	Signature:

BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY
240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: _____

NBHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION

Location of Building	N.E.S.W. SIDE OF (OR CORNER OF)	N.E.S.W. SIDE OF
ADDRESS OF PROPERTY		Check one / NAME OF BUSINESS
CITY, TOWN, VILLAGE	ZIP	CONTACT PERSON/OWNER
ESTIMATED COST OF CONSTRUCTION:		☐ OWNER OR ☐ LESSEE / ADDRESS
		CITY, STATE, ZIP
WORK MUST BEGIN BY	PRINCIPLE TYPE OF CONSTRUCTION	PHONE
PERMIT EXP DATE	☐ STEEL	EMAIL
LOT SIZE S.F.	☐ MASONRY	IF YOU WISH TO GROUP OR APPORTION LOTS
# BLDGS ON LOT	☐ FRAME	PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION

DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)

*INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT

PERMIT TYPE - CHECK ALL ITEMS THAT APPLY

- ☐ NEW BUILDING
- ☐ ADDITION (CHANGE IN S.F.)
- ☐ DEMOLITION
- ☐ ALTERATION (NO CHANGE IN S.F.)
- ☐ MAINTAIN (PRE-EXISTING)
- ☐ RECONSTRUCTION
- ☐ DECK, TERRACE, PORCH, CARPORT
- ☐ DORMERS
- ☐ OTHER _____
- ☐ FIRE DAMAGE
- ☐ GARAGE/ OUT BUILDING
- ☐ HVAC
- ☐ PLUMBING
- ☐ RELOCATION
- ☐ REPLACEMENT
- ☐ SWIMMING POOL
- ☐ TENNIS COURT
- ☐ CHANGE IN USE

DOES RESIDENCE HAVE THE FOLLOWING

CENTRAL AIR YES ☐ NO ☐

FINISHED ATTIC YES ☐ NO ☐

BASEMENT FINISH

1/4 ☐ 1/2 ☐ 3/4 ☐ FULL ☐

PROPOSED TOTAL PLUMBING FIXTURES

FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR
BATHROOM SINK				
TOILET				
BATHTUB				
STALL SHOWER				
BIDET				
KITCHEN SINK				
WET BAR				

NUMBER OF EXISTING AND PROPOSED BATHS

NUMBER OF EXISTING FULL BATHS		NUMBER OF PROPOSED FULL BATHS	
NUMBER OF EXISTING HALF BATHS		NUMBER OF PROPOSED HALF BATHS	

HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES

NEW C/O NEEDED	YES ☐	NO ☐
VARIANCE OBTAINED	YES ☐	NO ☐
CONSTRUCTION/RENOVATION IN EXCESS OF 50%	YES ☐	NO ☐
SURVEY ENCLOSED	YES ☐	NO ☐

PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE

DATE OF GRANTING OF PERMIT _____

Signature of Applicant/Contact Person - Sign & Print

SEPARATE APPLICATION SHALL BE MADE FOR EACH BUILDING

Address of Applicant/Contact Person Telephone

FIELD REPORT ON REVERSE

Rev 08/11

TOWN | SCHOOL DISTRICT | SECTION | BLOCK | LOT(S) | CA # OR BLDG # | UNIT # | DATE