

# *Incorporated Village Of Lawrence*

196 Central Ave Lawrence NY 11559

516-239-3987

Fax 516-239-9657

Building Department

**Board of Building Design**

## **Instructions for Application**

The following items must be submitted to the Building Department by the submission deadline (please note, additional items may be required and some listed items may not be required depending on the nature of the proposed project):

1. One (1) original and six (6) copies of a fully filled out, signed and notarized BBD Application (*BBD APP-1*).
2. Seven (7) copies of the permit application submitted to the building department.
3. Seven (7) copies of photos of the existing conditions.
4. Seven (7) copies of the following documents depending on the scope of work

	<b>Building Design</b>	<b>Fence</b>	<b>Curb Cut</b>	<b>Sign Design</b>
Plans	Plot plan showing existing & proposed improvements Elevation drawings	Survey or plot plan showing the proposed and existing fences	Plot plan	
Renderings	Rendering or colored elevation of all sides of the house that face a street			Scale drawing or rendering of sign
Materials	Samples of roofing, siding, brick, stone, mortar, etc.*	Catalogue photo of fence		List of materials

\*Samples must be brought to the hearing. No samples will be stored by the Board of Building Design or the Building Department.

All documents must be folded, collated, and separated into seven (7) individual sets or they will not be accepted.

Upon BBD approval, please be reminded that no work is to commence until a building permit is obtained.