

# Incorporated Village of Lawrence

196 Central Ave Lawrence NY 11559

516-239-3987

Fax 516-239-9657

Building Department

## Building Application

Date: \_\_\_\_\_

### Dept Use ONLY

Application # \_\_\_\_\_

Application Date \_\_\_\_\_

Filing Fee \$ \_\_\_\_\_

### Owners Information

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Address: \_\_\_\_\_

Description of work: \_\_\_\_\_

### A PERMIT MUST BE OBTAINED BEFORE BEGINNING ANY WORK

The undersigned hereby applies for a permit to do the following work which will be done in accordance with the description, plans, building and zoning specifications submitted, such special conditions set by the Village of Lawrence and **IN ACCORDANCE WITH ANY APPLICABLE FEDERAL, STATE AND COUNTY REQUIREMENTS.**

New Work    Repairs    Replacement

Residential    Commercial

Cost of Construction: \_\_\_\_\_

Check one	
<input type="checkbox"/> New Structure	<input type="checkbox"/> Addition / Alteration
<input type="checkbox"/> Interior Alteration Only	<input type="checkbox"/> Exterior Alteration Only
<input type="checkbox"/> New Accessory Structure	<input type="checkbox"/> New Recreational Structure
<input type="checkbox"/> Other (specify)* _____	

### Owner / Tennant

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #   Home: \_\_\_\_\_ Cell: \_\_\_\_\_

### Contractor's Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Nassau County License #: \_\_\_\_\_

### Plumber's Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Village of Lawrence License #: \_\_\_\_\_

### Electrician's Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Village of Lawrence License #: \_\_\_\_\_

State of New York

County of Nassau

Village of Lawrence

Notary Signature & Stamp:

The undersigned (Print Name) \_\_\_\_\_ being duly sworn, says that the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premise and that all provisions of the applicable ZONING ORDINANCE, BUILDING ADMINISTRATIVE ORDINANCE, BUILDING CONSTRUCTION CODE AND ANY APPLICABLE FEDERAL, STATE AND COUNTY REQUIREMENTS pertaining to the proposed work shall be complied with, whether specified or not and that such work is authorized by the owner.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of Owner, Owner's Agent, Architect, Contractor

**ALL FEES ARE NON REFUNDABLE**

*Instruction Information*

When applicable, the owners or their agents must file with this building permit application:

- Two sets of plans.
  - Two plot plans.
  - Two property surveys.
- It is the responsibility of the owner or his/her agent to file amendments to an application or to a plan or other record accompanying the same. After completion of any work, if it is found substantially different from the filed plans, the **BUILDING INSPECTOR CAN REQUEST THE OWNERS OR THEIR AGENTS TO SUBMIT AS BUILT DRAWINGS.**
  - Building plan revisions and/or amendments submitted after initial review are subject to a resubmission fee equal to that of the application fee remitted with the original plans. Amendments and/or revisions to swimming pool plans are subject to a \$400.00 resubmission fee.
  - The owner agrees that the contractor employed on the work covered by this permit shall carry Compensation Insurance and that said shall submit a record of the policy as required by the Workers' Compensation Act.
  - **ALL PLUMBERS AND ELECTRICIANS MUST BE LICENSED BY THE VILLAGE OF LAWRENCE.**
  - The Village of Lawrence shall not be held responsible for any problems, which occur after issuance of a permit, which are caused by non-compliance with the rules and regulations of any other agency, which may have jurisdiction.
  - **CHANGE TO PROPERTY GRADE IS NOT PERMITTED.**

All requests for inspections must be made **TWENTY-FOUR (24) HOURS IN ADVANCE**

**CERTIFICATE OF OCCUPANCY REQUIREMENTS**

When applicable, No occupancy is permitted prior to the issuance of a certificate of occupancy. Section 212-85 of the Village Code prohibits the use of any building or premises constructed, altered or enlarged until a Certificate of Occupancy is issued. It is the responsibility of the owner or their agent to obtain a Certificate of Occupancy when work performed requires a certificate to be issued. The following items must be supplied to the Building Department before a certificate can be issued:

1. **An electrical certificate from an approved inspection company, covering all electrical installations.**
2. **Architect, Engineer or Superintendent of Construction Affidavit, signed and notarized.**
3. **A copy of a final updated survey, which indicates compliance with minimum zoning setback requirements.**
4. **Village approval of drainage provisions preventing runoff onto Village roads and/or adjoining property.**
5. **Final Building Department Inspection.**

An appointment for a Final Certificate of Occupancy Inspection can be made when the Village has received all of the required documents.

Understood and agreed to by: \_\_\_\_\_  
**Print Name**
**Signature / Date**