



VILLAGE OF BROOKVILLE
18 HORSE HILL ROAD
BROOKVILLE, NY 11545

BUILDING PERMIT REQUIREMENTS

1. All Plans and Application must be filed in **duplicates, signed and sealed.**
2. Nassau County Board of Assessors Form AS-4412.8/79 to be completed.
3. If the building is on a Nassau County road, County Form M-4569 must be filed in triplicate. Forms may be obtained at this address.
4. If the Building is on a State Highway, it must conform to proposed road widening, if any. Maps on exhibit at this address.
5. Contractor must be licensed by the County of Nassau Office of Consumer Affairs.
Insurance Requirements: Village of Brookville listed as Certificate Holder as well as Additionally Insured
 - (a) **Liability**
 - (b) **Workers Compensation C105.2** (As of 12/03) – Certificate of NYS Workers Compensation Insurance Coverage OR if you are insured with the State Insurance Fund, Form SI-26.3 State Insurance Fund Certificate of Workers Compensation Insurance
 - (c) **NYS Disability DB120.1** – Certificate of Disability Benefits

INSPECTIONS REQUIRED

1. Call for Inspections on **Footings** and **Foundations** before backfilling.
2. Produce Survey locating Foundation.
3. **Roughing Inspection** on Framing and Rough Plumbing. Engineer's Inspection and Report on Sanitary System.
4. Water Test on Plumbing.

REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY

1. Submit Final Survey showing all structures, drywells, utilities, sanitary system, pool, fences, equipment, decks, ECT.
2. Complete Final Cost Affidavit of Village of Brookville.
3. Submit Board of Fire Underwriters Certificate, and Nassau County Health Department Sanitary Approval, if required.
4. Certificate of Affidavit from Design Architect or Engineer to be submitted stating the building has been completed in accordance with plans and conforms to all Building Code requirements.

PLEASE NOTE:

1. Please list the residence where work will be done.
2. Please submit a copy of License.
3. If Application is submitted for Demolition Permit, please submit the correct Insurance Certificates for Demolition Requirements.

**PLEASE SUBMIT ALL PAPER WORK REQUIRED
ALONG WITH YOUR APPLICATION
TO INSURE THE PROCESSING OF YOUR PERMIT IN A TIMELY
MANNER.**