

**PLEASE DO NOT SEPARATE
PERMIT – SUBMIT
COMPLETE APPLICATION**



OFFICE HOURS
9:00 A.M. to 4:00 P.M. WEEKDAYS
516-626-0973
FAX: 516-626-7621

TIMOTHY DOUGHERTY
BUILDING SUPERINTENDENT & ASSESSOR
18 HORSE HILL ROAD
BROOKVILLE, GLEN HEAD, NY 11545

(TOWN OF OYSTER BAY, NASSAU COUNTY, N.Y.)

REQUIREMENTS FOR BUILDING PERMITS

***** Village of Brookville must be listed as the Certificate Holder *****

Please be sure to have the Inc. Village of Brookville, all elected and appointed officials, employees and volunteers as Additional Insured. A copy of the additional insured endorsement must be included with the certificate. In addition, every certificate must specify the Job Location and Owner's Name

1. All plans and applications must be filed in duplicate.
2. **Nassau County Board of Assessors Form, AS-4412.8/79, to be completed.**
3. Submit Original copy of **Liability Insurance. (ACORD certificate)**
4. **New York State Form C105.2, Certificate of Compensation Insurance, to be furnished.**
5. **New York State Form DB120.1, Proof of Compliance with Disability Benefits, to be furnished.**
6. **Contractor must be licensed by the County of Nassau Office of Consumer Affairs.**
7. 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.
8. If the building is on a State highway, it must conform with proposed road widening, if any. Maps on exhibit at this address.

INSPECTIONS REQUIRED

1. Call for inspection on footings and foundation 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 exact dimensions, setbacks of all buildings, pools, tennis court and sanitary systems.
2. Complete Final Cost certificate of Village of Brookville.
3. Submit Board of Fire Underwriters Certificate, and Nassau County Health Department Sanitary Approval, if required.
4. Certificate of design architect or engineer to be submitted stating the building has been completed in accordance with plans and conforms to all Building Code requirements.