



**CITY OF GLEN COVE  
Building Department**

**BUILDING PERMIT APPLICATION**

The application process and Building Permit are subject to the conditions set forth below. The Applicant is admonished to read the conditions carefully. When a red-inked approval stamp is affixed below and returned to you, then the application becomes a Building Permit. All permits issued by the Building Department are strictly subject to the Zoning Chapter 280 and, Chapter 111, Building Code of the City of Glen Cove and all New York State Fire Codes and Construction Codes applicable on the date of the application. No error or omission in the issuance of a permit shall legalize any construction or use otherwise prohibited by law.

Refer to the City of Glen Cove **Application Requirements** and the City of Glen Cove **Submittal Requirements** for further assistance.

Two (2) fully detailed construction drawings (see submittal requirements) shall accompany this application. One (1) set of approved plans will be returned to you which contains the red-inked approval stamp of the Building Department. Said drawings shall be kept on the construction site and exhibited on demand to any official of the Building Department. No application shall be deemed complete unless two preliminary surveys, prepared by a licensed surveyor are submitted showing the location of existing and proposed buildings on the property. Additional documents may be required as per the City of Glen Cove Submittal Requirements.

**TYPE OR PRINT ALL INFORMATION**

**1. Property Information:** SECTION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT(S): \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

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

Property Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owners Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**2. Design Professional Information:**

Architect/Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect/Engineer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**3. Contractor Information:**

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**4. EXISTING PROPERTY USE** (Check all applicable categories)

- Single Family Dwelling  Two Family Dwelling  Multiple Dwelling  Vacant Lot  Retail/Service Use  Restaurant
- Other Commercial Use  Industrial  Waterfront  Accessory Structure  Historical  OTHER

**5. PROPOSED PROPERTY USE** (Check all applicable categories)

- Single Family Dwelling  Two Family Dwelling  Multiple Dwelling  Retail/Service Use  Restaurant
- Other Commercial Use  Industrial  Waterfront  Accessory Structure  OTHER

**DESCRIPTION OF PROPOSED USES NOT IDENTIFIED ABOVE** (You will be limited to these on the Certificate of Occupancy):

\_\_\_\_\_  
\_\_\_\_\_

**6. APPLICANT SEEKS PERMISSION FOR:**

- New Freestanding Building  Alteration to an Existing Building  Addition to an Existing Building  Repair  OTHER

**DESCRIPTION OF CONSTRUCTION WORK TO BE PERFORMED:**

\_\_\_\_\_  
\_\_\_\_\_

**7. Number of Stories Existing** \_\_\_\_\_ **Number of Stories Proposed** \_\_\_\_\_ **Proposed Height** \_\_\_\_\_ **LOT SIZE** \_\_\_\_\_ (SF)

**8. ESTIMATED COST OF PROPOSED CONSTRUCTION** (Indicate Formula Used): \_\_\_\_\_

**9. Indicate Utility Meters proposed to be installed:**  ELECTRICAL  GAS  WATER

**10. Is this property in a Flood Zone:**  YES  NO

**THE APPLICANT ACKNOWLEDGES AND REPRESENTS THAT HE GRANTS PERMISSION TO THE CITY OF GLEN COVE ON BEHALF OF THE PROPERTY OWNER TO INSPECT THE CONSTRUCTION SITE DURING THE PROCESSING OF THIS APPLICATION, DURING ACTUAL CONSTRUCTION, AND UPON COMPLETION OF CONSTRUCTION AT DAYLIGHT HOURS WITHOUT ADVANCED NOTICE.**

**AFFIDAVIT UNDER PENALTY OF PERJURY**

State of New York)

) ss:

County of Nassau)

\_\_\_\_\_ being duly sworn, deposes and says: That deponent is the applicant in the above application; that deponent has read the foregoing application and knows the content thereof; that same is true to deponents own knowledge, except as to the matters therein stated to be alleged on information and belief, and that as to those matters deponent believes it to be true.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Notary Public / Commissioner of Deeds

**FOR OFFICE USE ONLY:**

**BUILDING DEPARTMENT APPROVAL:**

**PERMIT NUMBER:**

\_\_\_\_\_

\_\_\_\_\_



**CITY OF GLEN COVE**  
**Building Department**

**BUILDING PERMIT APPLICATION**  
**GENERAL CONDITIONS**

Every **PERMIT APPLICATION** and **BUILDING PERMIT** is subject to the following conditions as well as the conditions set forth in the City of Glen Cove Municipal Codes and Ordinances. Failure to comply with these conditions may result in the suspension or revocation of the permit and prosecution in City Court. Only a complete application with all supporting plans and documentation will be accepted. Applicant is to review all Chapters and Sections applicable to Building Construction as well as Building Code Chapter 111.

1. Building construction in the City of Glen Cove requires the issuance of a building permit prior to the start of construction. Delivery of an application for a building permit to the Building Department and the depositing of an accompanying check does not constitute approval of a project by the City of Glen Cove. Only a red-inked approval stamp and authorized signature on the face of the application when returned to the applicant constitutes an approval and permit to build. The fee collected by the City of Glen Cove is a processing fee not a permit issuing fee. It is not refundable.
2. If the City of Glen Cove has cashed the applicants check, this does not constitute acceptance of the exact amount of the fee. The City will decide the final amount of monies due at the time of approval and when the permit is to be issued. This amount may be amended at a later date if the plans are amended or when the construction is completed. All checks are subject to collection. No third party checks are acceptable.
3. A retaining wall higher than four (4) feet and longer than six (6) feet requires sealed construction plans submitted by a licensed architect or engineer and must be accompanied by an application for an excavation permit pursuant to Chapter 136.
4. Demolition permits are required for any building intended to be demolished or disassembled and is not approved as part of any building permit issued for construction but will constitute the beginning of the construction phase and all time limits imposed on the applicant for construction will begin at the time the demolition permit is approved. If the demolition is for new construction, the time limits imposed for construction begins at the time of the approval of the demolition permit. Fees for demolition are separate from the building construction fees. All documentation outlined in the demolition permit is to be submitted prior to demolishing commencing. If 50% or more of the building is demolished, all nonconforming rights are extinguished. If any tree(s) are to be removed, a permit is to be obtained prior to removal.
5. A foundation location survey is required to be submitted as soon as the foundation is poured. Failure to timely file such a document establishing compliance with yard set-backs, and lot coverage requirements and other applicable zoning regulations is a self-imposed hardship and as a rule may not constitute grounds for a variance. The Building Inspector has the authority to "Stop a job" at any time that he believes construction is unsafe, violates State codes or City codes or deviates from the approved plans. Failure to comply with a stop work order may result in the issuance of a summons or revocation of the building permit or both.
6. As a general rule, temporary barriers and protective fencing must be erected around construction sites to avoid attracting nuisances and risks to personal injury. Barriers must be safe and stable and approved in advance by the Assistant Building Inspector. City roads may not be used as a staging area for construction without the permission of the department of Public Works.
7. A final survey is required by the City for all new construction, extensions, additions, in ground swimming pools, hot tubs, unheated room additions, decks, or any other additions to the property that affect the lot coverage, building square footage setbacks and must be prepared by a licensed land surveyor, wet stamped and signed, which will allow the City to determine sufficiency of bulk zoning regulations and related matters. Old surveys are not acceptable. Photocopies of surveys are not acceptable. Original inked seal and signature on survey is the only form acceptable by the City. Minor extensions that are clearly beyond the minimum bulk zoning yard requirements may qualify for a waiver of this provision.
8. A Building Permit is required for any building, extension or alteration which did not receive the benefit of a building permit at the time of construction. Under such circumstances the fee, by law, is triple that of the base fee as computed under the applicable fee schedule.
9. A tenant stands in the shoes of the property Owner when applying for a permit and has no greater rights to build than the Owner. The Owner is presumed to have given permission for any construction proposed in the permit application & plans and shall be liable for any violations. Under the Building Code and agent acting in furtherance of a building permit whether tenant, contractor, architect, among others may be held liable for violating City Codes or these conditions.
10. Building Permits shall expire (12) months from the date of issuance unless construction is in progress. No work shall be started until permit has been received and posted by the Owner / Applicant. A Building Permit, once commenced within the (12) months is valid for 2 years only. A Renewal of Building Permit must be submitted and a fee needs to be paid if the construction on your house takes over 2 years to complete. Fee schedules are on file with the City Clerk for review and may change from time to time.
11. An inspection at each stage of construction is required pursuant to Chapter 111 of the City of Glen Cove Building Code. It is the responsibility of the Applicant and his contractors and sub-contractors to schedule inspections at each stage of construction with sufficient advance notice to the City.

**INSPECTIONS REQUIRED – A minimum of 48 Hours Notice to be given prior to Inspections being scheduled.**

- A. Excavation –pre-pour of footings
- B. Footings – with foundation forms in place
- C. Framing and Strapping (Rough Framing)
- D. Rough Plumbing (if applicable) with Plumbing Inspector
- E. Rough Electrical (if applicable) with 3<sup>rd</sup> party
- F. Insulation
- G. Final Plumbing (if applicable) with Plumbing Inspector
- H. Final Building Inspection – All applicable paperwork to be submitted prior to issuance of Certificate of Occupancy.

- Inspections will not be signed off if approved plans are not on site and accessible to the Inspector.
- Each Phase of the Inspection Process must be approved and signed off by the Inspector before you may proceed to next step of construction.
- Be ready for your inspections or there will be a charge for re-inspection.

**BY ORDER OF THE DIRECTOR OF THE BUILDING DEPARTMENT**  
PURSUANT TO CHAPTER 111 CITY CODE