



CITY OF GLEN COVE
Building Department

INSTRUCTIONS TO MAINTAIN (LEGALIZE)
EXISTING DWELLING

All applicants legalizing (maintaining) a dwelling must file for a Certificate of Existing Use. If you have any questions regarding the application process, please call (516) 676-4448. No Commercial Properties will receive a CEU. Upon review and acceptance of your application an inspection of the interior and exterior of the premises must be arranged prior to issuance of CEU.

REQUIREMENTS

1. CEU application – completed, signed and notarized
 - If applicable, the owner's endorsement on the back of the permit application must be signed and notarized.
 - If there is a new property owner within the past six months, a copy of the new deed of certificate of title is required for verification.
2. Plumbing Inspection – A visual inspection of the existing plumbing is required. *Please inquire about an inspection*
3. **Surveys** – (2) originals – signed and sealed by a professional surveyor dated within the last 2 months
Older surveys that do not show all current improvements on the property are not acceptable.
The survey of the property must include the following:
 - All existing structures, i.e. dwelling, additions, garages, decks, sheds, pools, fences, etc...
 - The sizes of the structures and all setbacks to front, rear and side property lines
4. **Floor Plans** – (2) sets drawn to 1/4" = 1'-0" scale
 - Plans do not need to be prepared by a licensed architect or engineer. Any alterations / additions made to the structure *subsequent* to 1953 which never received a permit **WILL** require the filing of a building permit application to maintain those changes and **WILL** require plans and certification by a licensed professional. In the event that a separate "maintain" building permit application is required for work done without a permit, it should be submitted with the CEU Application to expedite the process.
 - Include any basement / cellar and any walk-up attic space, even if unfinished. All spaces **MUST** be labeled with its use.
5. **Electrical Underwriters Certificate of Approval** issued by a licensed electrical inspection agency, dated within two months of the date of the application – Visual Survey of existing electrical work.
6. 5/8" Type X Sheetrock installed above all fuel burning equipment – a 24" border to be maintained
7. As per NYS Residential Code 2010 – **SMOKE DETECTORS / CARBON MONOXIDE DETECTORS**
 - Smoke Detector Locations as per R313.1.1
 - Carbon Monoxide Detector Locations as per R313.4.2

******* PLEASE HAVE THEM INSTALLED PRIOR TO INSPECTION OF PREMISES *******

Supporting documentation that the structure (s) or use were in existence prior to 1953. This includes a copy of the Nassau County assessor's card, tax bills, insurance policies, supporting affidavits, etc...If the dwelling **was** in existence prior to 1953, the Building Department will review the aforementioned documents and determine if the dwelling meets the criteria for a letter in lieu of to be issued.

Please note that if the use is not permitted under the provisions of the current City of Glen Cove Codes and Ordinances, all provisions of Zoning and Building will be enforced. If it is determined that the structure has been altered subsequent to 1953, you will be required to provide evidence that the additional work has received a Certificate of Completion before the Director of the Building Department can consider whether a Certificate of Existing Use is Applicable.

FEES

- Application Fee **\$200** for a one and two family dwelling (non-refundable)

ADDITIONAL REQUIREMENTS

- An engineers Certificate MAY be required. The Glen Cove Building Department Director will make the determination after the dwelling has been inspected.
- Zoning Board of Appeals approval MAY be required for variances. This will be determined once the plans and survey have been reviewed.

Applicant Signature of Understanding: _____

Date: _____

CITY OF GLEN COVE BUILDING DEPARTMENT

APPLICATION FOR CERTIFICATE OF EXISTING USE

All information must be complete to initiate the processing of the application

1) Property Information:

Street Address: _____

Section _____ Block _____ Lot _____ Zone _____

Occupied as: _____

2) Property Owner:

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers: Home: _____ Mobile: _____

3) Owner's Affirmation:

I _____ hereby apply to the City of Glen Cove Building Department for a
owner's name

Certificate of Existing Use. I certify that, to the best of my knowledge, the subject building was constructed prior to 1953, and I have provided supporting evidence with this application. Should it be determined by the Director of the Building Department that the existing use does not conform with the provisions of the City of Glen Cove's Codes and Ordinances applicable at the time of this filing, I shall comply with the provisions of Chapter 111 and Chapter 280 and all other provisions of the City of Glen Cove's Codes and Ordinances. Should it be determined by the Director of the Building Department that the existing configuration is not supported by the evidence provided with this application as having been constructed prior to 1953, I shall prepare applications to maintain the structure(s) on the property as they exist in their current configuration.

State of New York }
County of Nassau }

_____, deposes and says that he / she resides at
print owner's name

_____ in the State of _____
mailing address of owner

that he / she is the owner in fee of all certain lots, parcels of land shown on the attached survey located above, situated, lying and being within the City of Glen Cove; that I / We have read and understand the Owner's Affirmation as herein stated; And that he / she hereby names _____ as his / her representative to file this application on his / her behalf.

Signature of Owner: _____

Sworn to me this _____ day of _____, 20_____

Signature of Notary Public: _____

APPROVED **DENIED**

Inspector: _____

Date: _____

Director: _____

Date: _____