



**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 current 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) sets of fully detailed construction drawings (see submittal requirements) shall accompany this application **as well as emailing the project containing the Proposed Work in PDF Form to [buildingdepartment@cityofglencoveny.org](mailto:buildingdepartment@cityofglencoveny.org)**. One (1) set of approved plans will be returned to you which contains the 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 all required paperwork is submitted. Additional documents may be required as per the City of Glen Cove Submittal Requirements. Construction drawings will be prepared by a Licensed Architect or Engineer and must be wet sealed and signed.

**TYPE OR PRINT ALL INFORMATION**

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

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

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

**2. Design Professional Information:**

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

**3. Contractor Information:**

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

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

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

**5. APPLICANT SEEKS PERMISSION FOR:**

- New Freestanding Building     Alteration to an Existing Building     Additions     Grading     Elevators     Solar panels
- Structural Work     Mechanical Work     Fire Suppression     Site Work/Walls     Roofing

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

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

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

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

**8. 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.

**FOR OFFICE USE ONLY:**



**CITY OF GLEN COVE  
Building Department**

**BUILDING PERMIT APPLICATION**

**AFFIDAVIT OF OWNERSHIP**

State of New York)  
County of Nassau) ss:

I, \_\_\_\_\_ being duly sworn, deposes and says that: \_\_\_\_\_  
(OWNER, AGENT, CONTRACTOR) (OWNER)

Is the owner in fee of the premises to which this application applies; the he/she (the applicant) is duly authorized to make this application; and that the statements contained here are true to the best of his/her knowledge and belief; and that the work will be performed in the manner set forth in this application and in the plans and specifications filed therewith, and in accordance with all applicable laws, ordinances and regulations.

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

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

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

**BUILDING OWNER CERTIFICATION**

I, \_\_\_\_\_, hereby certify that I have full knowledge of the proposed alteration at my property as described herein and  
(BUILDING OWNER)

take no exception to such activity.

\_\_\_\_\_  
(SIGNATURE OF PROPERTY OWNER)

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

\_\_\_\_\_  
(PRINT NAME & TITLE)

**PERMIT REQUIREMENT AGREEMENT**

I, \_\_\_\_\_, understand and will comply with the following: *(Initial each requirement and sign)*  
(PRINT NAME)

1. Construction shall not begin until the appropriate permit is issued \_\_\_\_\_.
2. Construction, alterations or repair work shall not start before 7:00am or continue past 6:00pm on weekdays \_\_\_\_\_.
3. Construction, alterations or repairs shall not start before 9:00am or continue past 6:00pm on Saturdays \_\_\_\_\_.
4. Required erosion and sediment control methods will be installed and inspected prior to start of construction \_\_\_\_\_.
5. Contractor is responsible to contact the Glen Cove Building Department for all mandatory inspections \_\_\_\_\_.
6. Revision to the work involving structure of life safety systems shall have approved amended plans prior to doing work \_\_\_\_\_.

I have read, initialed and fully understand the above requirements \_\_\_\_\_  
(SIGNATURE)

Dated: \_\_\_\_\_



**CITY OF GLEN COVE  
Building Department**

**BUILDING PERMIT APPLICATION  
(BUILDING DEPARTMENT REQUIREMENTS - Checklist)**

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THE FOLLOWING ITEMS **MUST BE SUBMITTED** IN ORDER FOR YOUR APPLICATION TO BE REVIEWED & PROCESSED IN A TIMELY MANNER:

All work conducted pursuant to a building permit might have to be visually inspected by the Building Department prior to issuance and all work **MUST** conform to the International Code 2015 Revision, New York State Supplement 2016, the Code and Ordinances of the City of Glen Cove and all other applicable codes, rules or regulations.

**Complete City of Glen Cove Building Permit Application**

Complete **City of Glen Cove Commercial Data Sheet** (*under separate cover*)(*commercial only*)

Complete **City of Glen Cove Residential Zoning Data Sheet** (*residential only*)

(2) Sets of construction drawings outlining all work being performed. Drawings to be Wet Signed and Sealed by a licensed Architect / Professional Engineer.

Drawings emailed in PDF format containing the outlined proposed construction to [buildingdepartment@cityofglencoveny.org](mailto:buildingdepartment@cityofglencoveny.org).

Current Survey of the Property – Survey must **accurately** reflect current conditions of the property. If not, a current survey **MUST** be submitted along with application being submitted.

Contractors current Nassau County Home Improvement License for the proposed work

Contractors current Workman's Compensation Insurance + Liability Insurance

Nassau County Assessors Sheet on Property (*under separate cover*)

If in Flood Zone – Flood Zone regulations are Required.

Estimated cost of all proposed work outlined on the submitted drawings for review. (*part of Building Permit Application*)

A BLANK Check made payable to the City of Glen Cove for any and all fees required for the permit

Plumbing Application (*if applicable*) must be completed **ONLY** by a Licensed Plumber who holds a license with the City of Glen Cove and **MUST BE SUBMITTED WITH THE BUILDING APPLICATION**

**ALL** new construction and additions **MUST** comply with the International Energy Conservation Code 2015 with New York State Supplement 2016

Foundation Survey must be submitted upon completion of **any** new building foundation walls, footings and retaining walls prior to framing.

Any OPEN permits **MUST** be closed prior to consideration of new or proposed work being submitted.

**ALL** excavations **MUST** have a 6 foot chain link fence installed at the start of construction around work area.

**Prior to excavation**, the contractor must call 811 or 1-800-272-4480 for a utility mark out.

**UPON COMPLETION & BEFORE THE CERTIFICATE OF OCCUPANCY IS ISSUED,  
THE FOLLOWING IS REQUIRED:**

New or updated SURVEY showing any and all new construction and/or additions on property.

Electrical Inspection with Underwriters Certificate (or equal) for all new electrical work

All required inspections including, rough and final, complete and signed off by appropriate departments and agencies.

Sewer and Recreation Fees paid in full (*if applicable*)

*ALL outstanding balances to be paid in full prior to release of Certificate of Occupancy or Completion.*

*Signature required below (page 2)*

**CITY OF GLEN COVE  
Building Department**

**BUILDING PERMIT APPLICATION  
(BUILDING DEPARTMENT REQUIREMENTS)**

1. It is the owner or contractor's responsibility to contact the Building Department at least 48 hours before the contractor wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal" work which will eventually be covered from visual inspection. **DO NOT PROCEED TO NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.** Otherwise, work may have to be removed at the Owners expense to conduct the internal inspection. Close coordination with the Building Department will greatly reduce this possibility.
2. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
3. Work undertaken pursuant to this permit is conditioned upon and subject to any State and Federal regulations relating to asbestos material and its subsequent removal.
4. A Building Permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification or a material fact in connection with the application for the permit.
5. A Building Permit shall be deemed to be in effect for a period not to exceed 2 years from date of issuance BUT the permit (construction) must be started within 1 year of issuance. If the permit is not activated within 1 year of issuance, the permit is deemed VOID and the owner MUST reapply for a Permit and pay an additional fee.
6. 2 sets of plans (including site plan and landscape improvements) All plans and specifications shall be in accordance with the State Education Law sections 7307 and 7209. This law requires the seal and signature of a licensed Architect or professional Engineer be affixed to all plans submitted except residential buildings under 1500 sf of living area or to alterations costing under twenty thousand dollars.
7. New York State Department of Health requires all permit applications for individual sanitary disposal systems be accompanied by a design prepared by a licensed professional.

**Masonry:** All masonry chimneys, fireplaces, wood, gas, coal or pellet stove installations to be shown in detail and shall conform to all requirements of the current NYS Uniform Fire Prevention & Building Code and NFPA 211. Appliances to be UL listed

**Framing:** All framing sizes, floor sheathing, window lintels, studs, plates, ceiling timbers, rafters, trusses, roof sheathing and roof material to be shown. All structural lumber to meet code and specified on plan. All plywood to be stamped with approval. All trusses to be certified by supplier and conform to the current ICC 2015 code. All fire stopping and location of and material to be shown.

**Insulation:** All insulation to be shown in conformance with the current International Energy Conservation Code 2015

**Interior:** All door details and sizes, window details and sizes, second means of egress components, riser heights, tread depth and sizes, information on height of handrails and guards to be shown.

**Plumbing:** Number of fixtures, size of drains, location and size of vent pipes, type of material being used for water supply, house trap information and riser diagram to be submitted

**Electric:** Place on separate sheet location of all electrical outlets, etc... All electric must be performed by a LICENSED Electrician and must be inspected both at rough and final stages. A UL Certificate must be submitted for the work prior to a Certificate of Occupancy being issued.

**Heating:** Type of heat, location of ducts, baseboard radiators, electric baseboard, furnace, type of fuel, location of supply, type of chimney (if used). All equipment must be UL listed.

**Garages:** All garages attached to the main house to have minimum 5/8" fire rated sheetrock on walls and ceilings plus 1-hour fire rated door with self-closing mechanism between garage and house.

**Drywells:** are to be calculated using a 5" rainfall and location(s) to be provided on proposed site plan.

Any changes made AFTER permit has been issued must be submitted with an amendment form and approved by the Director of The Building Department PRIOR to commencing work. Any work NOT on approved building permit will NOT be inspected and work may be stopped if Building Inspector considers additions to be hazardous to project.

Signature of applicant/ professional: \_\_\_\_\_ Date: \_\_\_\_\_

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In order to process your request for a building permit, please submit the applicable items listed below and include this checklist with your submittal. Missing information may deem your application incomplete for review. In General, a building permit is required for new construction, additions, repair, renovation, alteration, moving, demolition, occupancy and change of occupancy of every building or structure.

This checklist of requirements is intended to serve as a general guideline to obtaining a building permit. This checklist of submittal requirements is written to cover a wide range of projects and not every item listed will apply to every project. A review of this list should help the applicant gather the required documents making the permit process easier for both the applicant and Building Department.

Please contact the Building Department Staff at 516-676-4448 if you have any questions.

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#### **FORMS / INFORMATION**

- Building Permit Application (*please review the requirements before submitting*)
- Code data worksheet (Commercial or Residential)
- Impervious Area Worksheet - Calculations (*if applicable*)
- Water / Gas / Wastewater Load Sheet - Calculations (*if applicable*)
- Tree Disclosure Statement

#### **PROJECT PLANS**

- **Project Date Table** – *The table shall be on the first sheet of the plan set*
- Property Address / Zoning District
- Historic Category (*if any*)
- Site Area - Allowed Site Coverage - Proposed Site Coverage
- Allowed Floor Area - Existing Floor Area - Proposed New Floor Area - Total Floor Area
- Average Front, Rear, Side Setbacks / Proposed Front, Rear, Side Setbacks
- Average Setbacks
- Accessory Buildings Existing / Accessory Buildings Proposed

#### **SITE PLAN** – Plans must be drawn to scale (1/8" = 1'-0" minimum)

- LOT dimensions showing whole parcel and property lines
- Easements
- Public right-of-way from the property line to the street including sidewalks
- Footprint and overhangs of all structures on site
- Dimensions from the building footprint to the property lines (all corners)
- Required zoning setbacks
- Driveway(s) and walkway(s) and patio areas within the property limits
- Identify parking spaces and dimensions of each space
- Other significant features above grade (i.e. decks, patios...etc)

#### **FLOOR PLANS** – Plans must be drawn to scale (1/4" = 1'-0")

- Existing Floor Plan with dimensions
- Demolition Plan with dimensions
- Proposed Floor Plans with dimensions (*clearly distinguish between existing walls and new walls*)
- Identify uses of rooms (*existing and proposed*)

#### **ROOF PLAN** – Plans must be drawn to scale (1/4" = 1'-0")

#### **ELEVATIONS** – Must be drawn to scale (1/4" = 1'-0")

- Show all elevations of the building
- Show the height of each building as measured from grade
- Show the sky-plane diagram in reference to each building and indicate the point of grade measured

**SECTIONS** – Must be drawn to scale (1/4" = 1'-0") – *if applicable*

- Cross Sections

**DETAILS**

- Stairway rise and run, framing, attachment and dimension of members
- Handrails, guardrails and support details
- Window and door schedule (detail egress and safety glazing)
- Footing and Foundation
- All connections

**STRUCTURAL**

- Structural demolition plan (*if applicable*)
- Foundation and Footing Plan + Details
- Shear wall hold down plan, (include complete table) wall type, nailing, anchor bolts, sill and edge nailing schedule, transfer connections, hold downs, etc...)
- Ceiling and roofing framing plan with diaphragm material and nailing schedule
- 2 copies of structural calculations for vertical and lateral loads
- Soils report for basement, retaining walls, pier grade beam foundation (*if applicable*)

**PLUMBING, ELECTRICAL, & MECHANICAL**

- Location of plumbing fixtures with all required dimensions (*ADA / ANSI 117.1-2007 requirements to be applied. All Handicap accessible fixtures and rooms to have all dimensions clearly visible including all turning radii and clear spaces*)
- Show location of electric service, panels, switches, lights and receptacles
- Location of HVAC equipment, combustion air and size (BTU/HR output) - (*if applicable*)
- Plumbing riser diagram / Gas Riser Diagram (*if applicable*)

**ENERGY REQUIREMENTS** – *all new construction, additions and alterations*

Energy conservation construction code – see energy code worksheet

**SURVEY**

- A property survey, performed by a licensed land surveyor, is required for new homes or if new buildings or additions are constructed. A survey is also required if construction is at, or near, zoning setback lines draw within last 6 months.

**GRADING & DRAINAGE PLAN**

- A grading and drainage plan is required for all new construction. This plan shall be a separate sheet included with the building permit submittal and must be prepared by a qualified licensed engineer, surveyor or architect and be wet-stamped and signed by the same.

**TREE PROTECTION**

- A tree disclosure statement must be completed and signed for the initial city review. If tree removal is requested, a tree removal permit must be submitted with the building permit application

**BUILDING DEPARTMENT REVIEW NOTE** – (*Must be attached to documents submitted*)

**BUILDING DEPARTMENT REVIEW NOTE**

*CITY BUILDING PLANS EXAMINER HAS REVIEWED THE ENCLOSED DOCUMENT(S) FOR MINIMUM ACCEPTABLE PLAN SUBMITTAL REQUIREMENTS OF THE CITY AS SPECIFIED IN THE BUILDING AND/OR RESIDENTIAL CODE OF THE STATE OF NEW YORK. THIS REVIEW DOES NOT GUARANTEE COMPLIANCE WITH THAT CODE. THAT RESPONSIBILITY IS GUARANTEED UNDER THE SEAL AND SIGNATURE OF THE STATE OF NEW YORK LICENSED DESIGN PROFESSIONAL OF RECORD. THAT SEAL AND SIGNATURE HAS BEEN INTERPRETED AS AN ATTESTATION THAT, TO THE BEST OF THE LICENSEE'S BELIEF AND INFORMATION, THE WORK IN THE DOCUMENT IS:*

1. ACCURATE
2. CONFORMS WITH GOVERNING CODES APPLICABLE AT THE TIME OF THE SUBMISSION
3. CONFORMS WITH REASONABLE STANDARDS OF PRACTICE AND WITH VIEW TO THE SAFEGUARDING OF LIFE, HEALTH, PROPERTY AND PUBLIC WELFARE IS THE RESPONSIBILITY OF THE LICENSEE.