



Village of Baxter Estates

Guidelines for Obtaining a Building Permit

1.

A Building Permit is required before any new construction or alteration work begins, whether interior or exterior. Fees must be paid as specified in Village fee schedule.

2.

Plans

A. Two sets of stamped and signed plans by a professional architect or engineer are needed for the following:

1.

New construction, such as a house, store, parking lot or garage, costing \$10,000.00 or more.

2.

Interior alterations, involving structural or plumbing changes.

3.

Additions, including new living space, porches, porch enclosures, greenhouses, fireplaces, dormers, chimneys, accessory structures, driveways, garages.

4.

Exterior wooden decks 8 inches above adjoining grade.

5.

Central air conditioning, swimming pools, hot tubs, gazebos, tree houses,

generators and retaining walls more than 30 inches above the lower grade.

6. Site plan indicating erosion control procedures compliant with chapter 150 of the Village of Baxter Estates Code.

B.

All plans must contain the architect's or engineer's professional certification of compliance with the NYS Uniform Fire Prevention and Building Code and the NYS Energy Conservation law.

C.

All plans should indicate zoning calculations, and provide the height of the structure, population density, building area (including floor area ratio), lot width requirements and front yard, side yard and rear yard requirements.

D.

A site plan should show existing structures, trees, proposed additions, basement height, and the elevations relative to adjacent curb heights.

E.

Window replacements require a plan showing all windows to be replaced and certification by the contractor that the windows conform to the NYS Fire Prevention and Building Code and the NYS Energy Conservation Law.

F.

Fences installed under the Building Permit require a signed statement by the property owner that the installation conforms with all lot boundaries and is no higher than four feet. The good side must face outward and no fences are allowed in the front yard.

3.

A survey of the property showing all additions to date.

4.

A copy of the contract between the property owner and the contractor.

5.

A copy of the contractor's current Home Improvement License from Nassau County.

6.

A Certificate of Insurance from the contractor showing coverage for General Liability, Worker's Compensation and NYS Disability Insurance, listing the Village of Baxter Estates as the Certificate Holder and Additional Insured.

7.

Inspections are to be made by the Building Inspector as indicated on the schedule of inspections provided with the posting permit.

8.

Permits are valid for one year.

9.

On completion of work, an Application for Certificate of Occupancy and Affidavit of Cost must be filed. Professional certification may be required to certify that all construction, alteration or repairs were completed in accordance with the approved plans and the building codes and energy conservation laws of New York State.

10.

A Fire Underwriters Electrical Certificate is required for all new electrical work.

11.

A final survey showing all new additions and setbacks thereof must be submitted before the issuance of a Certificate of Occupancy.

DEMOLITION PERMIT

Same requirements as above and in addition:

An asbestos letter of abatement

Utility letters (Keyspan, LIPA, Water and Sewer)

Licensed Exterminator's Certification of Pest Control

NEW CONSTRUCTION

Same requirements as above and in addition:

A water availability letter from the Port Washington Water District.

VILLAGE OF BAXTER ESTATES

PORT WASHINGTON, N.Y. 11050

Telephone (516) 767-0096

Facsimile (516) 767-0058