

# *Incorporated Village of Lawrence*

196 Central Ave Lawrence NY 11559

516-239-3987

Fax 516-239-9657

Building Department

## **Permit Application Instructions**

- **Application must be complete**
- **Application must be accompanied by a filing fee. *\*All fees are non-refundable***

Cost of Construction	Filing Fee	Permit Fee
Up to 10,000	\$100.00	1.5 % of the Cost of Construction
Over 10,000 to 20,000	\$150.00	
Over 20,000 to 30,000	\$200.00	
Over 30,000 to 40,000	\$250.00	
Over 40,000 to 50,000	\$300.00	
Over 50,000 to 60,000	\$350.00	
Over 60,000	\$400.00	

### **Requirements:**

- Submit two sets of plans.
  - Plans must be signed and sealed by the design professional
  - Plans must include a current date
  - Plans must include zoning calculations on the first page of the plans
  - Plot plan must indicate all setbacks from existing and new construction to all property lines
  - Elevation drawings must depict code required and proposed height/ setback ratios for front, side and rear elevations

### **Additional Requirements:**

- Applications for work including, but not limited to, additions, substantial alterations, new homes, pools, decks, patios, driveways and accessory structures must have a drainage plan for the control of rain water runoff for a 3 inch rain
- Above applications must be accompanied by a soil boring report
- A separate letter must be submitted, signed and sealed by the design professional, stating that all zoning calculations are up to date and correct
- A Copy of the most recent property survey. In some cases a new survey may be required
- If the property is located in a flood zone, the applicant must submit a flood elevation certificate
- Separate applications are required for plumbing, mechanical work, surface coverage, curb cuts, pools/spas, demolition, recreation structures, signs/awnings, walls and fences
- Site specific conditions may require additional information to be submitted for an application
- A Storm Water Pollution Prevention Plan (SWPPPs), in conformance with State Standard is required if the project is to disturb over (1) acre
- Once an application is reviewed and approved, a permit fee in the amount of 1.5% of the cost of construction is required

*\* Incomplete applications will not be reviewed until all items are submitted.*

**\*ABSOLUTELY NO WORK IS TO BEGIN BEFORE THE APPLICATION IS APPROVED AND A PERMIT IS GIVEN**