

# *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**

# Incorporated Village of Lawrence

196 Central Ave Lawrence NY 11559

516-239-3987

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Building Department

## Building Application

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

### Dept Use ONLY

Application # \_\_\_\_\_

Application Date \_\_\_\_\_

Filing Fee \$ \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

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

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

Description of work: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

### A PERMIT MUST BE OBTAINED BEFORE BEGINING ANY WORK

The undersigned hereby applies for a permit to do the following work which will be done in accordance with the description, plans, building and zoning specifications submitted, such special conditions set by the Village of Lawrence and **IN ACCORDANCE WITH ANY APPLICABLE FEDERAL, STATE AND COUNTY REQUIREMENTS.**

### Check off all that apply

New Work  Repairs  Replacement

Residential  Commercial

<input type="checkbox"/> New Structure	<input type="checkbox"/> Demolish Structure
<input type="checkbox"/> Addition / Alteration	<input type="checkbox"/> New Curb / Curb Cut
<input type="checkbox"/> Surface Coverage	<input type="checkbox"/> Erect Tennis Court
<input type="checkbox"/> Install Fence or Wall	<input type="checkbox"/> Install Sign
<input type="checkbox"/> Install Awning	<input type="checkbox"/> Other (specify)*

Cost Of Construction: \_\_\_\_\_

\* \_\_\_\_\_

**Contractor:** \_\_\_\_\_

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

Tel. No.: \_\_\_\_\_ Town License #: \_\_\_\_\_

Email: \_\_\_\_\_

**Electrician:** \_\_\_\_\_

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

Tel. No.: \_\_\_\_\_ Town License #: \_\_\_\_\_

Email: \_\_\_\_\_ Village License #: \_\_\_\_\_

**Plumber:** \_\_\_\_\_

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

Tel. No.: \_\_\_\_\_ Town License #: \_\_\_\_\_

Email: \_\_\_\_\_ Village License #: \_\_\_\_\_

State of New York

County of Nassau

Village of Lawrence

Notary Signature & Stamp:

The undersigned (Print Name) \_\_\_\_\_ being duly sworn, says that the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premise and that all provisions of the applicable ZONING ORDINANCE, BUILDING ADMINISTRATIVE ORDINANCE, BUILDING CONSTRUCTION CODE AND ANY APPLICABLE FEDERAL, STATE AND COUNTY REQUIREMENTS pertaining to the proposed work shall be complied with, whether specified or not and that such work is authorized by the owner.

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

\_\_\_\_\_  
Signature of Owner, Owner's Agent, Architect, Contractor

**ALL FEES ARE NON REFUNDABLE**

*Village of Lawrence*  
*196 Central Ave*  
*Lawrence, NY 11559*  
*(516) 239-3987*

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED  
WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN RESIDENTIAL  
STRUCTURES**

(In accordance with Title 19 NYCRR PART 1265)

Owner of Property: \_\_\_\_\_

Subject Property (Address & Tax Map Number):

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

PLEASE TAKE NOTICE THAT THE (Check all that apply)

- New Residential Structure
- Addition to Existing Residential Structure
- Rehabilitation to Existing Residential Structure

TO BE CONSTRUCTED OR PREFORMED AT THE SUBJECT REFERENCE ABOVE WILL  
UTILIZE (Check each applicable line):

- Truss Type Construction (TT)
- Pre-Engineered Wood Construction (PW)
- Timber Construction (TC)

IN THE FOLLOWING LOCATION(S) (Check applicable line):

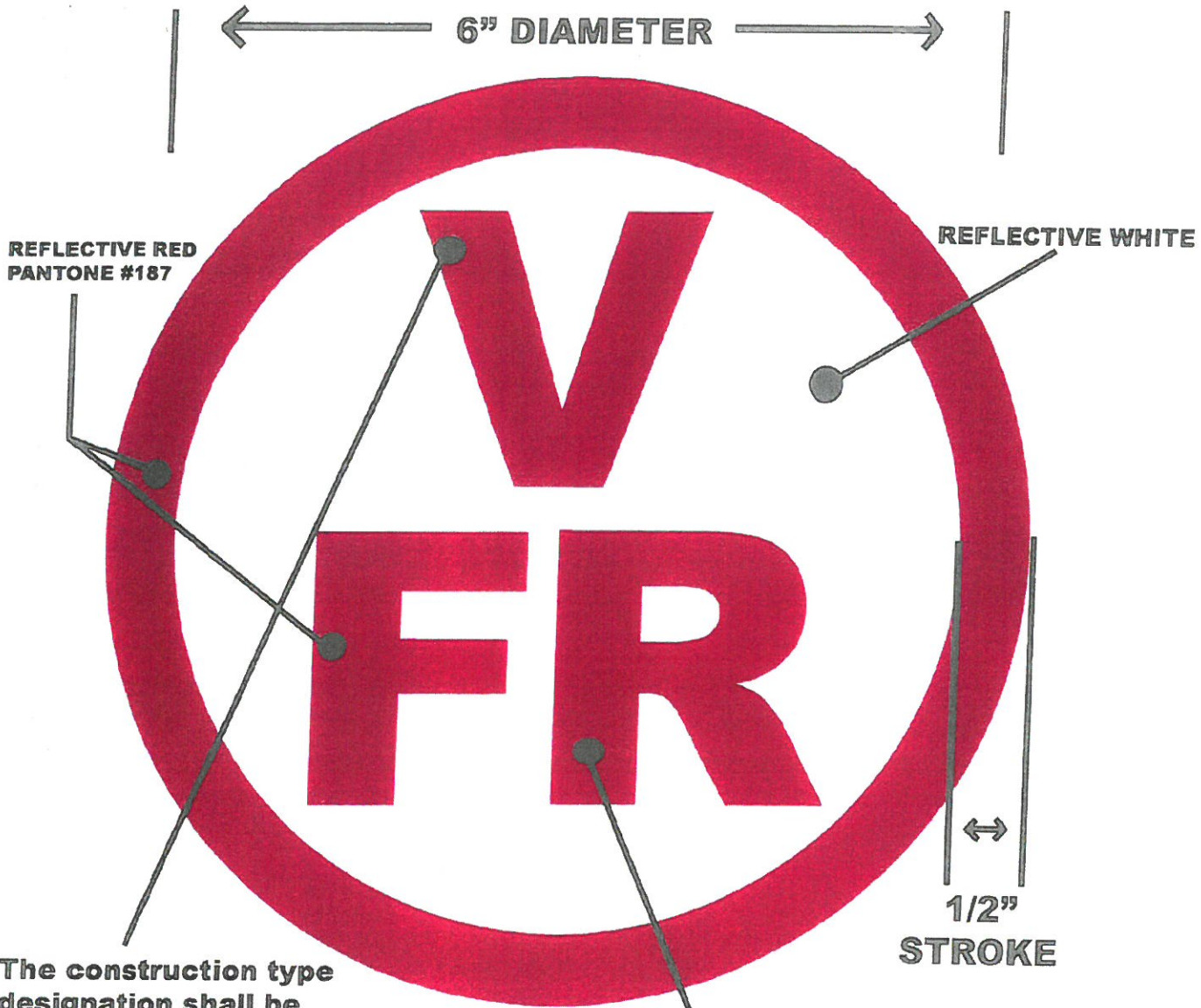
- Floor Framing, including Girders and Beams
- Roof Framing (R)
- Floor Framing and Roof Framing (FR)

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

CAPACITY (Check one):     Owner                       Owner's Representative



The construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS

**DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS TYPE CONSTRUCTION**

"F"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING



# Village of Lawrence

196 Central Ave Lawrence, New York 11550

Tel. (516) 239-3987 <> Fax. (516) 239-9657

## Schedule of Inspections

--Building & Plumbing Permits--

\*\*All requests for inspections must be made twenty four (24) hours in advance\*\*

➤ **FOOTING**

- Conventional – Footings formed on virgin soil, rebar tied into place, doweling installed into existing footings when required. *NO CONCRETE*
- Trench Pour – 12” wide trench dug a minimum of 36” below grade. *NO CONCRETE*

➤ **FOUNDATION**

- Keyway in footing, foundation formed, rebar tied into place, dowels installed into existing foundation when required. *NO CONCRETE*
- At the discretion of the Building Inspector, a foundation location survey may be required to submit prior to commencing any framing.

➤ **FRAMING (Rough)**

- Majority of framing complete

➤ **PLUMBING (Underground)**

- (IF APPLICABLE) Pipes exposed, no backfill.

➤ **STRAPPING**

- All strapping & hurricane ties installed. *NO TYVEK or SIDING*

➤ **PLUMBING (Rough)**

- Water test / Pressure test on all waste and vent lines. *NO WALL, CEILING OR FLOOR INSULATION INSTALLED.*

➤ **FRAMING (Final)**

- All framing complete with electric, piping, and mechanical ductwork installed

➤ **INSULATION**

- Before insulation is installed, sprayed, or blown in, a rough electric certificate must be affixed to the window. Exterior must be water tight.
- When foam insulation is used (closed or open cell), a R-Value rating certificate is required.

➤ **PLUMBING (Final)**

- This inspection is performed once fixtures are in place, connected, & operable.

➤ **FINAL (Walkthrough)**

- In order to obtain the Certificate of Occupancy, the Building Inspector must perform this final inspection checking for smoke & carbon monoxide detectors, guardrails & handrails, landscaping, and overall completion of finish materials. In addition, a final electric certificate must be submitted to the office if electric work is performed. When the footprint of the dwelling or accessory structure differs from the prior survey on file, a final survey must also be submitted.