

## **COMMERCIAL BUILDING PERMIT**

A Building Permit is required in Rockville Centre when you are making any addition or alteration to commercial property. After you have retained an NYS licensed architect or engineer who has prepared plans for the proposed work, and have hired a contractor, the items you will need in order for us to process this application are as follows:

### **REQUISITES FOR PERMIT**

- Completed RVC Building Application form – obtained from Building Dept.  
*Note: when applicable, separate permits are required for fire sprinkler, HVAC, plumbing and lawn sprinkler.*
- Completed Architect's/Engineer's Certificate of Compliance – obtained from Building Department
- Two (2) copies of an accurate and legible survey as determined by the Superintendent of Buildings **not older than 5 years.**
- Two (2) detailed construction drawings of the work to be done stamped by a New York State licensed architect or engineer. These plans must include the **new** New York State Energy Code calculations effective 7/1/02.
- If plumbing work is to be performed, a Plumbing Permit is to be filed by an RVC licensed plumber and submitted with the application.
- If electrical work is to be performed, an Electrical Inspection Application is to be filed by a RVC licensed electrician and submitted with the application.
- Proper workers' compensation, liability & disability insurance for contractor (requirements at Building Dept.).
- Affidavit of no plumbing (if applicable) – obtained from Building Department.
- Affidavit of no electrical (if applicable) – obtained from Building Department
- Affidavit of Absence of Asbestos (if applicable) – obtained from Building Department
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- Check for permit fee\* Additional permit fees (amount to be determined based on the value of the project) must be made payable to the Village of Rockville Centre.
- Any demolition wherein asbestos material to be removed must be done in conformance with applicable New York State regulations.
- If a project requires scaffolding and /or sidewalk bridge, a Scaffolding/Sidewalk Bridge Permit is required.
- The Building Inspector will determine whether a Certificate of Occupancy or Letter of Completion is appropriate.

**IMPORTANT** The following conditions will cause a project to require Exterior Design Review:

1. Any project with a total cost of greater than \$25,000.
2. An increase in total square footage of 1000 square feet or greater.
3. An increase in total property coverage of 25% or greater.

\*Amount to be determined by Building Inspector based on the value of the job.

Last updated 12/14

*Building Department Office Hours 8:00 a.m.-4:30 p.m. (Mon. – Fri.)  
Tel. No. 516 678-9247*

**INCORPORATED VILLAGE OF ROCKVILLE CENTRE  
BUILDING DEPARTMENT**

**§ 24-10. Conditions of Building Permit.**

- A. A building permit shall be effective to authorize the commencing of work in accordance with the application, plans and specifications on which it is based for a period of three months after the date of its issuance and actively continue construction until completion. A lapse of construction of more than 60 days shall constitute an abandonment unless extended by the Building Official. For good cause, the Building Official may allow a maximum of two extensions for periods not exceeding three months each.
- B. The issuance of a building permit shall constitute authority to the applicant to proceed with the work in accordance with the approved plans and specifications and in accordance with the applicable building laws, ordinances or regulations. All work shall conform to the approved application, plans and specifications.
- C. Building permit card shall be displayed prominently on the job site at all times during the progress of construction so as to be readily seen from adjacent thoroughfares.

**§ 24-11. Revocation of Permit.**

The Building Official may revoke a building permit previously issued in the following instances:

- A. Where he finds that there has been any false statement or misrepresentation as to a material fact in the application, plans or specifications on which the building permit was based.
- B. Where he finds that the building permit was issued in error, and should not have been issued, in accordance with applicable laws.
- C. Where he finds that the work performed under the permit is not being prosecuted in accordance with the provisions of the application, plans or specifications.
- D. Where the person to whom a building permit has been issued fails or refuses to comply with a stop order issued by the Building Official.

**§ 24-12. Stop Orders**

Whenever the Building Official has reasonable grounds to believe that work on any building or structure is being prosecuted in violation of the provisions of the applicable building laws, ordinances or regulations, or not in conformity with the provisions of an application, plans or specifications on the basis of which a building permit was issued, or in an unsafe and dangerous manner, he shall notify the owner of the property, or the owner's agent, or the person performing the work, to suspend all work, and any such persons shall forthwith stop such work and suspend all building activities until the stop order has been rescinded. Such order and notice shall be in writing, shall state the reason for the stop order and the conditions under which the work may be resumed, and may be served upon the person to whom it is directed either by delivering it personally to him, or by posting the same upon a conspicuous portion of the building under construction or being worked upon and sending a copy of the same by certified mail to said person.

**§ 24-13. Abandonment of Project.**

In the event of the abandonment of any building project, it shall be the duty of the holder of the permit or the owner of the premises, his agent or duly authorized representative, to backfill any open excavation up the street or ground level. In case the construction of the building or structure has proceeded beyond the cellar excavation, all incomplete structures or openings shall be completely boarded up in a manner satisfactory to the Building Official so as to prevent access to the building or structure, in order to limit and prevent danger to persons or property and possible fire hazards and to present a neat appearance.

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