

VILLAGE OF ROCKVILLE CENTRE BUILDING DEPARTMENT

Applicants Name: _____

Owner's Name (if different than above) _____

Residential Property _____

RESIDENTIAL BUILDING PERMIT CHECKLIST

- Completed & Notarized Application Form
- Completed Application Entry Form
- Initial Application Fee \$131.00
- Permit fees (amount to be determined based on the scope of the project) to be made payable to the Village of Rockville Centre upon issuance of permit.
- Completed Architect's / Engineer's Certificate of Compliance
- If electrical work is to be performed; an Electrical Inspection Application must be filed/underwriter's
- A copy of the electrician's current RVC Electrical License
- Affidavit of no electrical (if applicable)
- Copy of contractor's Nassau County Home Improvement License
- Proper workmen's compensation, liability and disability (if applicable) insurance for contractor
- Two (2) copies of an accurate and legible survey of property
- Two (2) detailed construction drawings, stamped by a New York State architect or engineer
- New York State Energy Code calculations
- Affidavit of no plumbing, if applicable) *or*
- Plumbing Permit with workmen's compensation, liability and disability (if applicable) insurance and fees
- When applicable, New York State regulations and an Affidavit of Asbestos must be submitted
- Zoning Affidavit
- Site Plan (showing construction fencing)
- Truss notification for any/all residential structures **TO BE SUBMITTED ONLINE ONLY** at <http://info.rvcny.us/buildings/trussform.asp>. Confirmation of submission required.

Reviewed By: _____ **Date:** _____

**INCORPORATED VILLAGE OF ROCKVILLE CENTRE
BUILDING DEPARTMENT**

**THIS APPLICATION MUST BE FILED
DIRECTLY WITH THE RESIDENTIAL
INSPECTOR BETWEEN 8 AM – 9 AM OR
11:30 A.M.-12:45 P.M.**

RESIDENTIAL BUILDING PERMIT

A Building Permit is required in Rockville Centre when you are making any addition, alteration, or repair to residential property, or for new construction on residential property. After you have retained a NYS licensed architect or engineer who has prepared plans for the proposed work, and 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 with notarized statements– from Building Department.
Note: when applicable, separate permits are required for fire sprinkler, HVAC, plumbing and lawn sprinkler.
- Completed zoning affidavit – form obtained from Building Department.
- Completed Building Permit Application Entry Form (**AEF 8/10**).
- In all cases, when an application affects a front yard on an interior lot, **average set back distances** of all structures on same side of street is required..
- Completed Architect's/Engineer's Certificate of Compliance - form obtained from Building Department.
- Copy of contractor's Nassau County Home Improvement License.
- Two (2) copies of an accurate and legible survey to scale of your property **not older than five years**.
- Two (2) detailed construction drawings of the work to be done, stamped by a New York State architect or engineer. These plans **must include** the New York State Energy Code calculations effective 1/1/2010.
- If electrical work is to be done, an Underwriter's Application must be filed by a RVC licensed electrician and submitted with the application.
- Proper workers' compensation, liability & disability insurance for contractor (requirements at Building Department).
- Affidavit of no plumbing (if applicable) – form obtained from Building Department.
- Affidavit of no electrical (if applicable) – form obtained from Building Department.
- Any project wherein asbestos material is removed must be done in conformance with applicable New York State regulations and an Affidavit of Asbestos must be submitted – form obtained from Building Department.
- A separate permit (*from Dept. of Public Works*) is required for any dumpster to be placed in the street.
- Fees:* Upon submission of a building permit a check for the application fee is required. If the permit is a construction building permit and the fee must be calculated, the applicant will be contacted by the Building Department with the amount of the check. An additional check for the Certificate of Occupancy or Letter of Completion, as deemed applicable, will also be required when the permit fee is submitted. * See fee schedule.

IMPORTANT

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

1. Any project with a total cost of greater than \$300,000.
2. An increase in total square footage of 1000 square feet or greater.

**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.

INCORPORATED VILLAGE OF ROCKVILLE CENTRE BUILDING DEPARTMENT
BUILDING PERMIT APPLICATION ENTRY FORM

DATE: _____

TO BE COMPLETED BY APPLICANT:

LOCATION ST #: _____ STREET NAME: _____ ZONE _____

SEC: _____ BLOCK: _____ LOTS: _____ - _____ - _____ - _____ - _____ - _____ - _____

APPLICANT: _____ CITY: _____ STATE: _____ ZIP: _____

OWNER NAME: _____ PHONE: () _____ - _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

RVC ELECT. NAME: _____ LIC# _____ RVC PLMR. NAME: _____ LIC # _____

GEN. CONTRACTOR: _____ H I L #: _____ EXP: _____

CONTACT NAME: _____ CONTACT PHONE: () _____ - _____

ST ADDR: _____ CITY: _____ STATE: _____ ZIP: _____

ARCHITECT/ ENGINEER: _____ PHONE: () _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

FOR OFFICE USE ONLY:		TYPE OF IMP: Repair _____ Imp _____	REVIEW DATE: _____	ISSUE DATE: _____
USE: _____	OCC. USE: _____	C/O _____	L/C _____	SHORING / FENCING REQ: YES ___ NO ___
EST. COST: _____	PERMIT FEE: _____			FINAL SURVEY REQ: YES ___ NO ___
ADD' SQ. FT. _____	X _____ = _____	@ _____ %		FOUNDATION SURVEY REQ: YES ___ NO ___
				PORTABLE FACILITY REQ: YES ___ NO ___
				PLUMBING PERMIT REQ: YES ___ NO ___
				SIDEWALK BRIDGE/SCAFFOLDING REQ: YES ___ NO ___
PROJECT: _____				
REVIEWED BY:	APPROVED BY:	ASSIGNED INSPECTOR #		

**INCORPORATED VILLAGE OF ROCKVILLE CENTRE
BUILDING DEPARTMENT**

INSURANCE REQUIREMENTS

All contractors, plumbers, electricians and sign installers working in the Village of Rockville Centre must have the following insurance:

1. **Liability Insurance** – in the amount of \$1,000,000, combined single Limit bodily injury and property damage, naming the Incorporated Village of Rockville Centre as an additional insured and also as certificate holder (P.O. Box 950, Rockville Centre, NY 11570).

2. **Worker's Compensation Insurance** – will only be accepted on Forms C1-05.2 of Form U-26-3 (New York State Insurance Form). If you do not employ outside help and are not required to have Worker's Compensation insurance, you must complete Form CE-200 (which replaces form C-105.2).

Form BP-1 must be submitted if you are a homeowner acting as the general contractor.

3. **Disability Benefits Insurance** – will only be accepted on Forms WC/DB 100 (replaces Form C.105.2), DB-120-1 and DB-155. This insurance is necessary for all contractors and plumbers (including demolition work).

Note: "Acord" forms will only be accepted as proof of liability insurance. Proper insurance documentation must be submitted with each application. We do not keep insurance papers on file.

Last Updated 7/10

*Building Department Office Hours 8:00 a.m. – 4:40 p.m. (Mon. – Fri.)
Telephone No. 516-678-9247*

AFFIDAVIT OF NO PLUMBING WORK

DATE: _____

RE: (ADDRESS): _____

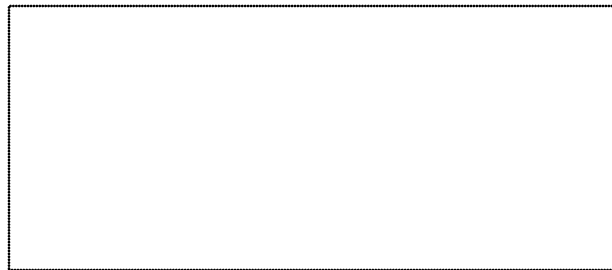
This is to certify that I, _____,
owner of the above premises, applying for a Building Permit, being duly sworn, depose and say
that there will be no plumbing work of any nature whatsoever.

I realize that I must apply for a Plumbing Permit in the event plumbing work is installed at a
future date.

Signed: _____
OWNER

SWORN TO BEFORE ME THIS

_____ DAY OF _____, 20 ____.



NOTARY SIGNATURE

AFFIDAVIT OF NO ELECTRIC WORK

DATE: _____

RE: (ADDRESS): _____

This is to certify that I, _____,
owner of the above premises, applying for a Building Permit, being duly sworn, depose and say
that there will be no electrical work of any nature whatsoever.

I realize that I must file an application for an Electrical Underwriter's inspection in the event
that electrical work is done at a future date.

Signed: _____
OWNER

SWORN TO BEFORE ME THIS

_____ DAY OF _____, 20 ____.



NOTARY SIGNATURE



Village of Rockville Centre
BUILDING DEPARTMENT
P.O. Box 950
Rockville Centre, NY 11571-0950
Phone: 516) 678-9247
Fax (516) 678-4544

AFFIDAVIT OF ABSENCE OF ASBESTOS

Date: _____

Re: Demolition/Building Permit Application No. _____

I, _____ being a New York State Licensed and/or Certified Asbestos Inspector, on behalf of the owner of the premises known as _____ (street) _____, New York, _____ (zip) and/or Section _____, Block, _____, Lots(s) _____, have conducted an asbestos survey on ____/____/____ and declare that the premises to be renovated and or demolished are free of any asbestos containing material (ACM) and therefore petition the Incorporated Village of Rockville Centre Department of Buildings to issue a demolition and or building permit.

Signature _____

Licensed or
Certified as a _____

License or
Certificate No. _____

Address _____

Telephone # _____

**ARCHITECT'S/ENGINEER'S CERTIFICATE OF COMPLIANCE
WITH 2015 BUILDING AND ENERGY CODES**

DATE: _____

ARCHITECT'S/ENGINEER'S
NAME AND ADDRESS:

TO: SUPERINTENDENT OF BUILDINGS

RE: TYPE OF PERMIT: _____

LOCATION: _____

Section _____ Block _____ Lots _____

Dear Superintendent of Building Department:

I, _____, on behalf of the owner(s) of premises
NAME OF REGISTERED ARCHITECT/ENGINEER

known as _____, Section _____ Block _____
ADDRESS WHERE WORK WILL BE DONE

Lot(s) _____, submit the attached plans for your review and ultimate issuance of Building Permit for the project referenced above.

I, _____, License No. _____, certify
NAME OF REGISTERED ARCHITECT/ENGINEER

that I am a Registered Architect/Engineer, duly licensed to practice in the State of New York and that I am regularly engaged in the practice of architecture/engineering. I hereby certify that the work shown on the plans submitted with this application conforms to all of the applicable requirements of the Energy Conservation Construction Code of New York State, effective as of 10/3/16 and the Building Codes of New York State, effective as of 10/3/16 (also known as the International Codes as adopted and modified by New York State.)

Signed _____ Date _____

ARCHITECT'S/ENGINEER'S SEAL

RESIDENTIAL ZONING AFFIDAVIT

VILLAGE OF ROCKVILLE CENTRE BUILDING DEPT.
 P.O. BOX 950
 ROCKVILLE CENTRE, NY 11571-0950
 PHONE: 516-678-9248
 FAX: 516-678-4544



LOCATION: _____

ITEM	REQUIRED	EXISTING	PROPOSED
Use	one family		
Lot Size	8000 sf.		
Lot Width	80 ft.		
Floor Area Ratio (F.A.R.)	50% lots less than 7,200 sq. ft. 42% lots greater than 7,200 sq. ft. <u>*Indicate Square footage breakdown in glossary format and on floor plans</u>		
Building Area Sq.Ft.			
Lot coverage %	Less than 8,000sf lots 30% total Greater than 8,000sf lots 25%/30%* <u>Indicate on all site plans; 25% Principal Building and 30% accessory structures</u>		
Impervious Lot coverage	45% maximum <u>Indicate calculations on site plan and in glossary format</u>		
Front Yard Setback Average Front Yard	30 ft. max / 25 ft. min <u>Indicate Average FYSB</u>		
Side Yard Setback 80' and greater & less than 80'	Minimum 10 ft -80' and greater & 8 ft - less than 80'		
Aggregate	25% - 80' and greater & 20% - less than 80'		
Rear Yard	25 ft.		
Corner Plot Longer Street Frontage Shorter Street Frontage	20% average width / not less than 20' average setback / not greater than 30' or less than 25'		
Yard Opposite Greater Setback	20 ft.		
Yard Remaining	10 ft. min.		
Height	32 ft max		
Roof Slope (main roof)	6 on 12 min		

Variance Required: Yes () No () * If yes, please highlight above for each applicable category.

I, _____ (name of registered architect/engineer) License No: _____, certify that I am a registered architect/engineer, duly licensed to practice in the State of New York and that I am regularly engaged in the practice of architect/engineering. I hereby certify that the information provided in this affidavit is true.

 Architect/ Engineer Seal

MAIL TO / HOLD FOR PICK UP FORM

PLEASE CHECK APPROPRIATE BOX INDICATING HOW OR TO WHOM YOU WOULD LIKE THE PERMIT RELEASED AFTER IT HAS BEEN ISSUED:

Send by mail

Hold for pick up

I, _____, property owner, am the only one authorized to pick up permits and plans. All other requests for pick up or mailing will require notarization from the person listed below in order to release permits and plans with my consent.

Signed: _____

I Authorize Rep. for pick up

Property Owner
Sworn to me before this

____ day of _____, 20__.

-

Name: _____

Notary Signature: _____

Address: _____

Post Office: _____ Zip Code _____

Telephone: _____

Sworn to me before this

Signed: _____

____ day of _____, 20__.

-

Notary Signature

INSPECTION GUIDELINES – VILLAGE OF RVC



Village of Rockville Centre
BUILDING DEPARTMENT
P.O. Box 950 Rockville Centre, NY 11571-0950
Phone: (516) 678-9247 Fax (516) 678-4544

ALL BUILDING AND PLUMBING PERMITS MUST BE PROMINENTLY DISPLAYED AT ALL TIMES UNTIL WORK IS COMPLETED AND APPROVED.

COMMERCIAL BUILDING INSPECTIONS

Call Deputy Superintendent Thomas Domanico at 516-678-9248 between the hours: 8:30 am to 10:00 am. Commercial inspections must be made by appointment directly with Mr. Domanico.

RESIDENTIAL BUILDING INSPECTIONS

Call the Building Inspector at 516-678-9247 between the hours: 8 am to 9:30 am or 11:30 am to 12:45 pm. Residential inspections must be made a minimum of 24 hours in advance and are set during two times: *Morning Inspections from 9 am to 11:30 am* and *Afternoon Inspections from 2 pm to 4 pm*. More specific times cannot be provided.

IMPORTANT:

ROCKVILLE CENTRE CODE

§ 84-7. Noises from construction, improvement or renovation to interior or exterior of residences or commercial property. [Added 11-27-1995 by L.L. No. 12, 1995]

No contractor or construction company shall operate or permit the operation of any construction activity or equipment, improvement or renovation to the interior or exterior of any residence or commercial property between the hours of 7:00 p.m. and 7:30 a.m. or at any time on Sunday.

Building Department Hours: Monday – Friday 8:00 am to 4:30 pm

**ALL INSPECTIONS
REQUIRE MINIMUM
24 HOUR NOTICE**



INSPECTION SCHEDULE

CONTRACTOR SHALL NOTIFY BUILDING DEPARTMENT:

1. EXCAVATION (before any concrete is poured). *SAFETY FENCES REQUIRED FOR ALL EXCAVATION 3 FEET OR DEEPER.
2. FOOTING/FOUNDATION.
3. NEW BUILDINGS (require the submission of a foundation survey).
4. FRAMING/STRAPPING.
5. INSULATION (shall not be approved without prior Electrical Underwriter's inspection).
6. ANY ADDITIONAL INSPECTIONS AS MAY BE REQUIRED.
7. FINAL INSPECTION.

ALL PLUMBING WORK SHALL BE INSPECTED PER VILLAGE REQUIREMENTS AS APPLICABLE:

1. ROUGH PLUMBING.
2. GAS TEST.
3. PIPE INSULATION.
4. WATER TEST.
5. FINAL INSPECTION.

BUILDING PERMIT APPLICATION

INC. VILLAGE OF ROCKVILLE CENTRE - DEPARTMENT OF BUILDINGS

PO Box 950, Rockville Centre, NY 11571 ~ www.rvcny.us

ALL INFORMATION MUST BE TYPED OR PRINTED

It is the policy of this Department to abandon and destroy, without notification, any application that has been left dormant by the owner or agent thereof for 90 days. All fees paid in relation to such an application will be non-refundable and non-transferable.

ZONE

Number and Street	Section	Block	Lot(s)
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TYPE OF IMPROVEMENT <i>(check all that apply)</i> <input type="checkbox"/> New building or structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration: Level 1 - 2 - 3 <input type="checkbox"/> Use <input type="checkbox"/> Demolition <input type="checkbox"/> Foundation only <input type="checkbox"/> Repair _____ <input type="checkbox"/> Other _____	PROPOSED USE - For "Demolition" most recent use Residential Existing Proposed <input type="checkbox"/> <input type="checkbox"/> One family <input type="checkbox"/> <input type="checkbox"/> Two or more family - Enter # of units _____ <input type="checkbox"/> <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units _____ <input type="checkbox"/> <input type="checkbox"/> Other - Specify _____	Nonresidential <input type="checkbox"/> Existing (Specify) _____ <input type="checkbox"/> Proposed (Specify) _____
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WORK PROPOSED - Describe in detail: _____ _____ _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">DIMENSIONS OF LOT</th> <th style="text-align: center;">X</th> </tr> <tr> <td>Total land area, square feet.....</td> <td></td> </tr> <tr> <td>Total square feet of floor area, all floors, based on exterior dimensions (ex. base or cellar).....</td> <td></td> </tr> <tr> <td>Number of stories.....</td> <td></td> </tr> <tr> <td>Lot Frontage.....</td> <td></td> </tr> <tr> <td>Lot Depth.....</td> <td></td> </tr> <tr> <td>All Setbacks</td> <td></td> </tr> <tr> <td>Percent of lot occupied.....</td> <td style="text-align: center;">%</td> </tr> <tr> <td style="text-align: center;">or</td> <td></td> </tr> <tr> <td>Floor Area Ratio (F.A.R.).....</td> <td></td> </tr> <tr> <td>Estimated Cost.....</td> <td></td> </tr> </table>	DIMENSIONS OF LOT	X	Total land area, square feet.....		Total square feet of floor area, all floors, based on exterior dimensions (ex. base or cellar).....		Number of stories.....		Lot Frontage.....		Lot Depth.....		All Setbacks		Percent of lot occupied.....	%	or		Floor Area Ratio (F.A.R.).....		Estimated Cost.....	
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All Setbacks																							
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or																							
Floor Area Ratio (F.A.R.).....																							
Estimated Cost.....																							

Pursuant to Worker's Compensation Law, an original Certificate of Insurance on form C-105.21, C-105.2, U-26.3, SI-12, or GSI-105.2 must be filled with this department prior to the issuance of any building permit. PLEASE NOTE: Contractor is required to obtain certificates or other proof of Worker's Compensation Insurance from all subcontractors or any other person that is not an employee of contractor and performs or provides work, labor or services on the site. Contractors must provide a copy of all such certificates to the Village. Failure to do so may result in denial and/or revocation of building permit(s)	CONSTRUCTION CLASSIFICATION <i>(check all that apply)</i> Existing Proposed <input type="checkbox"/> <input type="checkbox"/> Type 1 - Fire resistive <input type="checkbox"/> <input type="checkbox"/> Type 2A) Non- <input type="checkbox"/> <input type="checkbox"/> Type 2B) combustible <input type="checkbox"/> <input type="checkbox"/> Type 3A) Ordinary const. masonry walls <input type="checkbox"/> <input type="checkbox"/> Type 3B) wood floor & roof <input type="checkbox"/> <input type="checkbox"/> Type 4 - Heavy timber <input type="checkbox"/> <input type="checkbox"/> Type 5 - Wood frame	
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NUMBER OF OFF-STREET PARKING SPACES	ENCLOSED.....	UNENCLOSED.....
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Name	Mailing address - Number, Street, City, State and Zip	Tel. No.
Arch. or Eng.		
Owner		
Tenant/Lessee		
Contractor	Nas Cnty Lic. #	
Electrician	RVC Lic. #	
Plumber	RVC Lic. #	

The owner of this property and the undersigned agree to conform to all applicable laws of the Village of Rockville Centre.

<p style="text-align: center;">AFFIDAVIT OF APPLICANT</p> STATE OF NEW YORK } COUNTY OF NASSAU } ss (PRINT NAME) being duly sworn, deposes and says: That he resides at _____ in the State of _____ and that he is authorized by the Owner _____ to make application for a permit to perform said work in the foregoing application and accompanying plans, and all the statements contained therein are true to deponent's own knowledge. Address..... Phone..... (Sign here)..... <p style="text-align: center;">(Applicant)</p>	<p style="text-align: center;">AFFIDAVIT OF PROPERTY OWNER</p> STATE OF NEW YORK } COUNTY OF NASSAU } ss (PRINT NAME) being duly sworn, deposes and says: That he resides at _____ in the Village of Rockville Centre, in the State of _____, that he is the owner in fee of all that certain lot, piece or parcel of land described above, situate, lying and being within the Village of Rockville Centre and that the work proposed to be done upon the said premises will be done in accordance with the approved application and accompanying plans, (and he hereby authorizes) (NAME OF APPLICANT) to make application for a permit to perform said work in the foregoing application and accompanying plans, and all the statements herein contained are true to deponent's own knowledge. (Sign here)..... <p style="text-align: center;">(OWNER)</p>
Sworn to before me this _____ day of _____, 20 _____ Notary Public Signature _____ Stamp:	Sworn to before me this _____ day of _____, 20 _____ Notary Public Signature _____ Stamp:

DO NOT WRITE BELOW THIS LINE - FOR DEPARTMENT USE ONLY

Adjusted Cost	Permit Fee - 1st	Permit Fee - 2nd	Total	Site Plan Fee
	\$	\$	\$	
Approved by _____ Title _____				
Permit Title _____				
House No. Assigned	Flood Hazard	Zone _____ By: _____ Base Flood Elevation _____		

Separate Application Required For:

- Plumbing
- Fire Sprinkler
- HVAC
- Other _____

- Elevation Certificate:** Yes No
- Final Survey Required:** Yes No DNW
- New C.O. Required:** Yes No