

INCORPORATED VILLAGE OF NISSEQUOGUE

Building Permit Procedure

The following packages of information shall be submitted to the Building Inspector. Each packet shall contain all the information as outlined below and be clearly marked for that board. When the application is deemed complete an application number will be assigned and each packet will be forwarded to the appropriate board.

Application packets must be presented 2 weeks prior to the scheduled meeting of the Architectural Review Board (ARB), Planning Board (PB), and Joint Village Coastal Management Commission (JCMC).

Building Department Application Packet:

Incomplete Packages WILL NOT be accepted.

- _____ (2) copies of the building permit application, completed on both sides and notarized
- _____ (2) copies of the original survey, signed and sealed
- _____ (3) copies of the site plan, signed and sealed; Square footage calculations must appear on the front page of the plan
- _____ (3) sets of construction drawings, signed and sealed
- _____ (1) copy of the EAF (Environmental Assessment Form) (if required)
- _____ (1) copy of the CAF (Coastal Assessment Form) (if required)
- _____ (1) Excavation Affidavit
- _____ (1) copy of all contractors' licenses (Electrician, plumber, general contractor)
- _____ Certificates of Insurance, both Liability and Workmen's Compensation
- _____ Check for fees, made out to the Incorporated Village of Nissequogue

Building Permit Fee Structure:

Residential structures: \$1 per sq. ft. all floors and garage. Min fee \$500.00

Additions and alterations: \$1 per sq. ft. Min fee \$500.00

Demolition - \$1,000 for residence; \$250 for accessory structures

Plumbing & Heating - \$250

Swimming Pools - \$500

Electrical service change- \$250

Propane or Underground Tank - \$250

Certificate of Occupancy or Completion - \$150

Solar - \$250

Fence - \$250

Bluff Wall - \$2,500

Permit Renewal - 50% of original permit fee, per annum for 6 months; 100% of original permit fee, per annum for full year

Amendment Fee - \$250

BZA Application - \$350

Tree Removal - \$250

Generator - \$500

Built Prior - 2X the permit fee that would be due at time of application

Planning Board Packet:

****Must be submitted at least two weeks prior to meeting date**

- _____ (1) copy of the building permit application, completed on both sides
- _____ (8) original surveys, signed and sealed
- _____ (8) original site plans, signed and sealed
- _____ (1) PDF of site plan (can be emailed to the Building Department at nvbuildingdept@optonline.net)
- _____ (1) set of construction plans, signed and sealed
- _____ (2) copies of the EAF
- _____ (1) copy of the CAF
- _____ establishment of a \$5,000 Trust and Agency account with the Village
- _____ Check for fees, made out to the Incorporated Village of Nissequogue

Planning Board Fee Structure:

- New home - \$1500
- Swimming pool and fencing \$750
- Small addition (porch, small deck) \$500
- Alteration and addition \$1500
- Large decks \$1500
- Revetment of bluff \$750
- Cabana \$750
- Addition - 2 stories \$1500
- Second floor addition \$750
- Solar system \$750
- Tennis court \$750
- Pool house, cabana \$750
- Bulkhead replacement \$750
- Fencing, sheds and patios \$500

Architectural Review Board Packet:

****Must be submitted at least two weeks prior to meeting date**

- _____ (1) copy of the building permit application completed on both sides
- _____ (6) copies of the original survey, signed and sealed
- _____ (6) copies of the site plan signed and sealed
- _____ (6) copies of the construction plans, signed and sealed
- _____ (1) sample of building materials
- _____ (1) copy of the EAF
- _____ (1) copy of the CAF

All exterior building materials shall be called out/specified on exterior elevations. These building materials must be in compliance with Village Code section 128-33.1. Applicant must provide and present samples of building materials

LWRP/JCMC Packet:

****Must be submitted at least two weeks prior to meeting date**

- _____ (1) copy of the building permit application
 - _____ (2) copies of the survey, signed and sealed
 - _____ (2) copies of the site plan, signed and sealed
 - _____ (1) copy of the EAF
 - _____ (1) copy of the CAF
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Board of Zoning Appeals Packet:

- _____ (6) copies of the Board of Zoning Appeals application
- _____ (1) copy of the building permit application completed on both sides
- _____ (6) copies of the survey: **NOTE:** In addition to the requirements for a standard survey, the BZA requires all structures within 100 feet of the applicant's property be indicated on the survey along with the building envelope.
- _____ (6) copies of the site plan showing all proposed structures requiring a variance, and indicating the offsets to the property line
- _____ (6) copies of all certificates of occupancy
- _____ (6) copies of the deed
- _____ Appropriate fees to the Incorporated Village of Nissequogue

Survey Requirements:

- Appropriate scale, not smaller than 1" = 30'
- All copies must be stamped and signed, and guaranteed to applicant
- Key map and/or distance to the nearest cross street
- Name of the subdivision or filed map. If appropriate, include file number and date
- SCTM, district, section, block and lot
- Surveyor's name, address, phone number and date of survey. Property owners' names and adjacent property owners' names.
- North arrow
- Bearing and distance of all property lines
- Road names abutting the property with width of ROW and pavement edges
- Topo, contour elevations at 2' intervals, and percentage of slope if greater than 25% as per LWRP, and 30% as per Village Code
- Area of lot
- All existing structures and their use, i.e.: residence, deck, pool, patio, fences, walls, gates, entry piers, etc.
- Elevations of all structures
- First floor elevation of principal and accessory structures
- Driveway location, curbing, surface material, and percentage of slope.
- Drainage structures and calculations based on a 3" rainfall
- Septic system, well or water supply line with offsets as required by SCBHS
- Underground utilities
- Building envelope, in accordance with the zoning code or filed map
- Building line width 250' as required by code
- Buffer zone, 25'- 0" no clearing or disturbance of flora and fauna
- All recorded easements and ROW
- BZA requirements, if applicable, see BZA above
- Indicate 25% of clearing as required by code
- Bluffs, ponds, wetlands, mean high water line, DEC and LWRP setbacks
- Test hole data
- United States coast and geodetic survey datum
- If in a flood zone, indicate such and refer all grades to mean high tides and all elective and mechanical above elevation 12' above M.H.T.

Site Plan:

All of the above requirements as outlined for the survey, plus:

- Proposed structures and improvements and their offset to the property line
- Total square footage of house and garage, based on lot size
- Number of stories of improvement and total height of structure
- Existing & proposed contour lines at 2'0" intervals, and spot elevations at each corner of proposed structure
- Verification that all existing, and proposed, driveway water run-off is directed to a storm drain
- All trees 8" and larger in diameter. That are to be removed are indicated 25% of clearing as per code 111-6-A-1
- FIRM map data, and elevations in the flood zone areas Landscaping
- List of names of all owners of property contiguous to site
- First floor elevation
- Proposed utilities and location

- Lot width at setback line from street
- Anything to be removed shall be indicated with dotted lines
- All adjacent structures within 100' of property lines

DEC:

If your application is for improvements within the DEC Scenic River Zone, Coastal Erosion Zone, Saltwater Tidal Wetlands or Freshwater Wetlands contact the DEC at 631-444-0355, Building 40, Stony Brook University.

Contact Information:

Building Department

Building Inspector:
Architectural Review Board
Planning Board
Zoning Board of Appeals
Village Engineer
JCMC

631-862-9494

Joseph Arico
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