

## **RESIDENTS GUIDELINES FOR PROPOSED ALTERATIONS TO AN EXISTING BUILDING**

An application for a Bldg. Permit for work on your home was recently filed. The following is an outline of the procedures and requirements to obtain a permit.

Applications involving a change to the exterior of a house are first reviewed by the Building Advisory Committee. Depending upon the scope of the project, the plans also may be reviewed by the Village's consulting architect. The Committee reviews the plans to insure that the architectural standards of the Protective Restrictions are maintained, and may require changes or modifications to the proposed design. Preliminary plans are recommended at this stage.

The Committee meets as needed on the 2nd Wednesday and 4th Tuesday of each month. An application requiring review must be submitted no later than the Wednesday preceding the scheduled meeting.

After approval of the design by the Building Advisory Committee, final construction drawings must be submitted to the Building Inspector indicating compliance with the applicable Zoning and Building Codes. Changes, modifications, clarification and/or additional documentation may be required from the architect to clearly demonstrate compliance with the applicable Code.

After approval by the Building Inspector, the plans are signed by the Building Advisory Committee, if applicable, Building Inspector and the Board of Trustees. Prior to issuing the permit, the contractor for the project must submit a Certificate of Workers Compensation, Liability and Disability Insurance & Nassau County Home Improvement License. Work must commence within 6 months of the permit date and be completed within one year or as indicated on the permit.

During construction various inspections by the Building Inspector are required to insure that the work is performed in accordance with the Code and in a safe and workmanlike manner. These are arranged through the Village Hall and, typically, include inspection of:

- a) excavation for foundations; cesspools and drywells prior to installation
- b) footings and foundations; cesspools and drywells prior to backfilling; underground piping for plumbing; electrical work
- c) rough framing
- d) rough and final plumbing
- e) installation of plaster and sheetrock

Construction work hours are limited to Monday through Saturday, the hours between 8:00 AM and 6:00 PM. No work may be performed on **SUNDAYS**. Dumpsters are not permitted to be placed in the street at any time. Submission of a final survey and/or electrical Fire Underwriters Certificate are required before a Certificate of Occupancy or Letter of Completion can be issued.

The Bldg. Inspector is available for consultation on Fridays between 8:00 and 11:00 AM and on the 2nd Wednesday and 4th Tuesday of each month between 6:00 and 8:00 PM.