

**VILLAGE OF THOMASTON
100 EAST SHORE ROAD
GREAT NECK, NY 11023
(516) 482-3110
FAX (516) 829-5011**

BUILDING PERMIT LIST

PLEASE NOTE:

Deliver all the below listed items at the same time. **The Building Department cannot accept incomplete applications nor applications not accompanied by fees.**

- The single page Application for a Permit must have both sides completed.
- Exterior Work –three (3) sets of complete drawings, Interior Work – two (2) sets of complete drawings, disclosing all necessary details and specifications, signed and sealed by a registered architect or licensed professional engineer in the State of New York. F.A.R. calculations to be included, if applicable.
- Certificate of Compliance with the New York State Energy Conservation Code, prepared and signed by a registered architect or professional engineer. (This is not required for demolition, sanitary systems or unheated structures.)
- Certificates of Insurance covering Contractor's Liability, Property Damage, Workmen's Compensation and Disability Insurance. Certificates must name the Village of Thomaston as additional insured.
- FILING FEE - schedule attached. **ALL FEES ARE NON REFUNDABLE**
Fees are doubled for work begun prior to the issuance of a permit
- A copy of the contract or estimate for the proposed work.
- New York State Department of Environmental Conservation SEQRA form for **all new construction.**
- Disclosure Affidavit- **for all new construction**
- For DEMOLITION, a separate requirement list and application must be obtained.
- **For residential applications contractor must submit copy of valid Nassau county home improvement license.**

Building Department:

Fees for work begun without a valid building permit are doubled:

Building Permit **\$200 for first \$1,000 of cost
plus \$20 per \$1,000 for the next \$24,000 of cost;
plus \$30 per \$1,000 for the next \$150,000 of cost;
plus \$20 per \$1,000 for the remaining cost.**

For example, if the total cost of the job is \$200,000, the fee would be calculated as follows:

*\$ 200 (first \$1000)
\$ 480 (next \$24,000)
\$4,500 (next \$150,000)
\$ 500 (remaining \$25,000)
\$5,680 Total Building Permit Fee*

In addition, if the Village needs special services of outside consultants to act on permit, expense deposit required equal to \$1,500 plus \$5 per \$1,000 of cost.

Demolition Permit **\$1,000**

Dumpster Permit **\$25 (if larger than 10 cu. yds.)**

Construction Trailer **\$350**

Building Permit Amendment

1 and 2 Family **\$200 for first \$1,000 of cost;
plus \$20 per \$1,000 for the next \$24,000 of cost;
plus \$30 per \$1,000 for the next \$150,000 of cost;
plus \$20 per \$1,000 for the remaining cost.;
plus deposit, if required, as per above.**

All Other **\$200 plus \$15 per \$1,000 of cost up to \$150,000;
plus \$20 per \$1,000 of remaining cost;
plus deposit, if required, as per above.**

Building Permit Extension

Residential: **1st Extension 50% of original permit fee
2nd Extension 50% of original permit fee**

Commercial **1st Extension 25% of original permit fee
2nd Extension 25% of original permit fee**

**Maximum of two (2) extensions for six (6) months each. Once expired, a new permit application and fee are required.*

Miscellaneous Building Permits

\$100 plus \$10.00 per \$1,000 of cost

\$50 plus \$10 per Fixture

\$50 plus \$10 per Fixture

Heating Replacement or New Boiler / Hot Water Heater

Residential **\$100**

Commercial	\$200
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Air Conditioning

Single Family **\$200 plus \$15 per \$1,000 of cost**

All Other	\$200 plus \$15 per \$1,000 of cost
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Generator

Single Family **\$100 plus \$15 per \$1,000 of cost**

All Other	\$200 plus \$15 per \$1,000 of cost
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Other Types of Required Permits

Fence	\$ 50
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Swimming Pool **\$300 plus \$25 per \$1,000 of cost**
Plus Required Special Permit from Bd. of Trustees (\$500)

Signs **\$75 plus \$15 per square foot**

Restaurant License	\$ 150
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Permit to Conduct Canvassing Operations within the Village of Thomaston	\$ 500
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Tree Removal **\$25 1-2 Trees (No fee if tree is dead)**

Street Opening **\$ 500 plus \$5,000 deposit**

Small Cell Site Permit

Up to five (5) proposed facilities located on existing poles or structures:

\$500, plus \$3,000 expense deposit***

For location on a new pole or structure:

\$1,000 per unit, plus \$3,000 expense deposit***

Annual renewal of Small Cell Site Permit:

\$270 per facility****

VILLAGE OF THOMASTON
DISCLOSURE AFFIDAVIT
General Municipal Law § 809

In the Matter of the Application of

STATE OF NEW YORK:
COUNTY OF NASSAU

Being duly sworn, deposes and says:

1. I am the (applicant) with respect to (owner of) the premises which are the subject of (cross out whichever is not applicable) the within application.
2. I make this affidavit for the purpose of comply with the requirements of General Municipal Law § 809
3. No officer of the State of New York, and no officer or employee of the County of Nassau, the Town of north Hempstead or the Village of Thomaston, and no party officer of any political party, had an interest in the within application with the meaning of General Municipal Law § 809, except as stated hereinafter (if none, state "NONE"):

NAME	ADDRESS	POSITION	NATURE OF INTEREST
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_____	_____	_____	_____
_____	_____	_____	_____

4. In the event there is a change in the information set forth herein between the date hereof and the final determination of this application, a supplemental affidavit will be filed to provide that further information.

Signature

Sworn to before me on

This _____ day of _____, 20____

Notary Public

VILLAGE OF THOMASTON
DEPARTMENT OF BUILDINGS, SAFETY INSPECTION AND CODE ENFORCEMENT
100 EAST SHORE ROAD, GREAT NECK, NY 11023
516-482-3110 FAX: 516-829-5011

APPLICATION FOR A PERMIT

Owner(s) _____ Check One: ☐ Private ☐ Corporate

Full Name/DBA: _____

Address: _____

Phone No: Home _____ Business _____ Cell _____

Beeper _____ Fax _____

Applicant (Other than Owner) _____ (check one) Private ☐ Corporate ☐

Full Name/DBA: _____

Address: _____

Phone No: Home _____ Business _____ Cell _____

Beeper _____ Fax _____

Responsible Corporate Officer:

Name: _____ Position _____

Does the owner(s) of the lot(s) covered by this application own any land adjacent to, or contiguous with such lot?

☐ Yes ☐ No

If so, provide details _____

Brief Description of work: _____

Construction cost: \$ _____

PROPERTY INFORMATION

Lot Area _____ sq. ft. Lot coverage _____ %

Floor Area Ratio _____

IS THIS PERMIT TO LEGALIZE EXISTING WORK ☐ Yes ☐ No

WILL ANY TREES BE CUT DOWN? ☐ Yes TREE PERMIT # _____ ☐ No

PERMITTED WORK HOURS: MONDAY - FRIDAY 8:00 AM - 8:00 PM
SATURDAYS 10:00 AM - 6:00 PM

CONSULTANTS / CONTRACTORS

☐ Architect: ☐ Engineer:

Name: _____

Address: _____

Phone No: Home _____ Business _____ Cell _____

Beeper _____ Fax _____

CONTRACTORS:

General Construction

Name: _____

Address: _____

Phone No: Home _____ Business _____ Cell _____

Beeper _____ Fax _____

Plumbing

Name: _____

Address: _____

Phone No: Home _____ Business _____ Cell _____

Beeper _____ Fax _____

Electrical

Name: _____

Address: _____

Phone No: Home _____ Business _____ Cell _____

Beeper _____ Fax _____

HVAC

Name: _____

Address: _____

Phone No: Home _____ Business _____ Cell _____

Beeper _____ Fax _____

Location of Work - Number _____ Street _____
Sec: _____ Block _____ Lot(s) _____ Zoning District _____

TO BE COMPLETED BY VILLAGE STAFF, FOR OFFICE USE ONLY
Type of Permit (check whichever type applies)

BUILDING
☐ New Building
☐ Addition
☐ Alteration
☐ Amendment
☐ Site Plan

USE
☐ Change of Use
☐ Restaurant
☐ Retail Food
☐ Entertainment

MISC
☐ Plumbing
☐ Heat/Fuel
☐ Demolition
☐ Fence
☐ Other _____
☐ Road Opening
☐ Curb Cut
☐ Tree Removal

Permit Number: _____
Date Received: _____
Date of Issue: _____
Date of Expiration: _____
Fee Paid: \$ _____

AFFIDAVIT OF PROPERTY OWNER / AUTHORIZATION
(ALL OWNERS must sign either as owner or applicant.)

STATE OF NEW YORK }
COUNTY OF NASSAU } SS:

(I) (We) _____ being duly sworn, state:

(COMPLETE ITEM 1, 2, or 3 as applicable then item 4.)

1. (I am) (We are) the owner(s) of the property described in this application known as _____, and designated _____ on the Nassau county Land and Tax Map as: SEC. _____ BLOCK _____ LOT(S) _____
2. If the applicant is a corporation, the deponent is a officer thereof, to wit the _____, and is authorized by the Board of Directors of the _____ corporation to execute this application on behalf of the corporation.
3. If the applicant is a partnership, the deponent, _____ is a general partner thereof, and has authority to execute this application in the name of partnership.
4. (I) (We) hereby authorize _____ to submit this application.

(Signature of Owner)

Sworn before me this _____ day
Of _____ 200

(Signature of Owner)

(Notary Public)

**ALL STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE
TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

Sworn before me this _____ day
Of _____ 200

(Signature of Applicant)

(Notary Public)

**FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A
CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE
PENAL LAW OF THE STATE OF NEW YORK**

(FOR OFFICE USE ONLY)

Certificate of Occupancy issued (date) _____

Certificate of Completion issued (date) _____

**NO WORK MAY START UNTIL PERMIT HAS BEEN
RECEIVED BY APPLICANT**

THIS APPLICATION WHEN APPROVED BECOMES YOUR PERMIT

Worker's Compensation/Disability certificate provided ? Yes: _____ No: _____

If no, is waiver filed? Yes: _____ No: _____

**APPROVAL BY THE BUILDING INSPECTOR SUBJECT TO THE
APPROVAL OF THE BUILDING COMMISSION**

BUILDING INSPECTOR	DATE
_____	_____

APPROVED BY THE DESIGN REVIEW BOARD

CHAIRPERSON	DATE
_____	_____

APPROVED BY THE BUILDING COMMISSION

NAME	DATE
_____	_____

NAME	DATE
_____	_____

NAME	DATE
_____	_____

**Not valid unless signed and dated herein. This permit expires one (1) year after
issuance for residential construction and two (2) years after issuance for all other
construction. Construction must be in progress within three (3) months of the
date of issuance for this permit to remain in force.**

