



*Village of
Kings Point*

**BUILDING DEPARTMENT
APPLICATION FOR BUILDING PERMIT**

Property Location: _____

Section: _____, Block: _____, Lot(s): _____ FIRM Zone: _____

Application is hereby made to the Building Department of the Village of Kings Point for approval of the work stated in this application and as shown in the drawings and specifications herewith submitted.

State proposed work: _____

Select application type:

- ☐ New House ☐ Addition ☐ Int Alteration
☐ Add/Alt ☐ Demolition ☐ Swimming Pool
☐ Driveway ☐ Elevator ☐ Deck
☐ Retaining Wall ☐ Patio/Terrace ☐ Solar Panels

Estimated Construction Cost: _____

- ☐ Ext Alteration ☐ Int & Ext Alterations
☐ Fence ☐ Offshore Structure/Dock
☐ Accessory Building ☐ Tennis Court
☐ Seawall/Bulkhead ☐ Other

Name of Owner (print name): _____ Being duly sworn deposes and says that he/she is the owner of the property known as (property location): _____

That all statements made in this application are true to the best of his/her knowledge and belief. In consideration of the granting of the permit requested and approval of drawings, the owner has read and agrees to all requirements of each page of this application as applicable, agrees to comply with all regulations of New York State Building Code, Village of Kings Point Code, all deed restrictions, and with every other provision of law in effect relating to the construction/repair/alteration of said building/structure and the requirements of all agencies having jurisdiction. The owner hereby grants permission to representatives of the Building Department to enter upon and into the premises at any and all reasonable times for the purposes of inspecting work in progress, determining compliance with filed drawings, and with all other applicable laws. This permission shall remain valid until a Certificate of Completion is duly issued. The property owner accepts full responsibility for closing out the permit in a timely manner. All permits that expire require annual extension fees to be paid prior to the issuance of a certificate of completion. Extension fees will be deducted from the deposit paid for this application until the deposit is exhausted. Fees and deposits can be found in Village Code section A162-1.

Once approved this permit is valid for 24 months (2 years). Fence permits are valid for 6 months.

Sworn to before me this _____ day of _____ 20____

Notary Public Signature

Signature of Owner

Notary Seal:

Owner Mailing Address: _____

Telephone: _____ Mobile: _____ Fax: _____ Email: _____

Architect/Engineer of Record: _____

Mailing Address: _____

Telephone: _____ Mobile: _____ Fax: _____ Email: _____

Contractor of Record: _____

Mailing Address: _____

Telephone: _____ Mobile: _____ Fax: _____ Email: _____

One original application must be completely filled out, signed, notarized, initialed, and submitted with all required drawings & supporting documents in triplicate, along with all required fees and deposits in order to be accepted by the Building Department. Incomplete applications will not be accepted or held. No construction work may begin until this permit has been approved. This application becomes the Building Permit when approved by the Building Inspector.

Do not write below this line-----

Date Received: _____

Bldg. App. Fee: _____

Curb Cross Fee: _____

Curb Cross Dep: _____

Total: _____

Date of Approval: _____

Date of Expiration: _____

Not Valid Unless Stamped Approved and Signed Here by Village

Building Department Construction and Inspection Requirements:

1. All construction must be in accordance with the New York State Building Code.
2. All construction must be in accordance with the Village of Kings Point Code.
3. No oversight, error, or omission by the Building Department shall legalize the construction or use of any structure that does not conform to the requirements of the Village of Kings Point Code & the New York State Building Code.
4. A Certificate of Occupancy is required before use of a permitted building/structure is allowed.
5. A Certificate of Completion is required before use of a permitted appliance/system/structure is allowed.
6. Building Permits are issued conditionally pending compliance with Building Department comments noted on the drawings in red.
7. All construction must be located on the subject property and must be shown on a survey prepared by a licensed land surveyor as a requirement for a certificate of completion/occupancy.
8. Electrical, gas, and water pipe locations must be flagged or staked prior to excavation of any type.
9. Electrical Contractor shall submit certification of approval by a certified electrical inspection agency that is approved by the Village of Kings Point Trustees which covers all electrical work in connection with this permit. All electrical work shall comply with N.Y. State Building Code.
10. All overhead utilities must be placed underground in accordance with Architectural Review Committee approval. Before the start of work an underground electrical easement from the Board of Trustees is required for underground utilities placed in a Village right of way.
11. All work on structures built before 1978 performed by any type of contractor which disturbs more than six (6) sq.ft. of lead paint must comply with the Environmental Protection Agency's Renovation, Repair, & Painting Rule as detailed in Code of Federal Regulations 40CFR Part 745.
12. The remediation of any present asbestos must comply with all applicable laws.
13. The remediation of any present radon must comply with all applicable laws.
14. Site plans drawn to scale at 1"=15'-0" and/or 1"=16'-0" will not be accepted for review or approval.
15. Construction that will create a disturbed land area of 43,560 sq.ft. (1 Acre) or more must obtain a SPDES General Permit for Stormwater Discharges from Construction Activity GP-0-08-001 from the New York State Department of Environmental Conservation.
16. Smoke and Carbon Monoxide Alarms MUST be upgraded for ALL applicable permits as required by NYS Building Code. See attached sheet for Smoke and Carbon Monoxide Alarm installation requirements.
17. Lumber with any mildew or fungus shall not be allowed to be used in or on any part of a building.
18. The use of recycled concrete aggregate, crushed concrete, and/or RCA as a construction material is prohibited. Such material shall not be used for backfilling of any kind, including but not limited to drywells, cesspools, leaching pools, tile fields, leaching chambers, or foundations. It shall not be used as a base underneath poured structural concrete footings, foundations, or slabs. It may only be used as temporary erosion control at vehicle entrance points to construction sites. It may be used if desired, as a compacted base to impervious non-structural paved surfaces, if existing soil conditions are favorable.
19. The abandonment and/or removal of any oil tank(s) require the abatement/demolition contractor to submit a notarized affidavit certifying abandonment/removal compliance in accordance with Nassau County Department of Health Rules and Regulations.
20. Existing, abandoned, underground drainage structures & cesspools must be removed and backfilled with clean sand and gravel.
21. Before work begins, all property lines must be staked by a licensed land surveyor at the property corners & at 50ft intervals
22. The approved building permit must be posted in a conspicuous place and be clearly visible from the street.
23. The original approved building permit plans must be available at the site for review by the Building Department personnel at all times. All inspections will be denied unless the approved building permit plans are made available to the Building Inspector.
24. No trees are to be removed until proper permits have been issued by the Building Department for said tree removal. A separate tree removal permit application is necessary. All remaining trees must be protected with a 4-foot tall physical barrier during construction that extends to the drip line. Roots and branches may not be damaged. Building materials and vehicles may not park on or drive over drip line and root areas.
25. Open excavations must be completely protected by temporary 4-foot tall orange safety fencing or 4-foot wooden snow fencing to be maintained at all times. All excavations must be protected from cave-in in accordance with all applicable laws.
26. Construction sites shall be protected by a continuous 6-foot chain link fence with black privacy mesh. The fence shall have at least one operable gate. The gate shall be locked at all times when no authorized workers are on site.
27. All sites shall be protected at all times from water and soil erosion onto other properties, roads, wetlands, and waterways by use of Best Management Practice Methods as required by all applicable laws, but no less than the placement of continuous rows of salt-hay bales, silt fencing, mulch, crushed stone etc. Stockpiles of extra fill must be removed from the site as necessary. Streets are to be cleaned daily. Erosion control material must be refreshed regularly and as required after a rain event.
28. Sites may only have one entrance for vehicle traffic. The entrance must be protected from erosion by placement of a recessed 20'Wx40'Lx12"D crushed stone pad on top of filter fabric. Streets must be cleaned each time a vehicle exits the site & tracks mud onto any road or right of way.
29. The grass on the Village Right of Way must remain undisturbed. Safety fence & erosion control material must be placed on the subject property.
30. Clear access to the site must be maintained at all times for fire & emergency vehicles. Construction related parking and traffic shall not block any roadways, damage any property or right of ways, track mud and debris off the subject property, or create any hazard or nuisance.
31. Tracked heavy machinery is not permitted on any road in the Village.
32. The spread of all dust created by construction/demolition shall be contained/eliminated by all required means necessary as per all applicable laws.

Owner to initial after reading this page: _____

33. The site must always be clear of all garbage, trash, scrap lumber, scrap masonry, boxes, plastic, Styrofoam & other construction debris. At the end of each work day, all such debris must be placed in a metal container (dumpster). The dumpster must be covered. Debris must be placed in garbage bags to prevent Styrofoam and papers from blowing out & spreading from wind. The dumpster shall be placed on site, away from property lines, as close to the building as practicable, and be emptied regularly. No debris shall be allowed to spread on to any adjacent land.
34. Building material must be neatly stored on site away from property lines & may not be stored under trees or on any Right of Way.
35. Building sites and building materials must be made secure in the event of any extreme weather event.
36. The site must receive regular property maintenance during construction. Grass and weeds must be cut. Leaves must be raked. Snow must be removed within 24 hours from the end of each snowfall. Swimming pools must be covered.
37. The building interior must always be kept clean of all garbage, trash, & construction debris. At the end of each work day, all such debris must be placed in a dumpster, and all floors must be swept clean. Temporary lighting must be provided at the interior of all buildings under construction. At least two temporary battery operated smoke alarms must be provided on each floor level during construction. At least two temporary portable fire extinguishers must be provided on each floor level during construction. All open stairwells, elevator shafts, balconies, etc. must be protected by a temporary guardrail during construction. All loose papers, plastic, & foam must be contained in garbage bags prior to placement in a dumpster to prevent spread by wind. All sites must be maintained & operated in a safe & sanitary manner in accordance with all applicable laws.
38. Cold weather concreting shall not take place unless certification from a professional engineer is provided to document compliance with ACI-306 of the American Concrete Institute. ACI-306 "Cold Weather Concreting" defines cold weather concreting as: a period when for more than three (3) consecutive days, the following conditions exist: The average daily air temperature is less than 5°C (40°F) and The air temperature is not greater than 10°C (50°F) for more than one-half of any 24 hour period. Protection during Spring and Fall is required during the first 24 hours to avoid freezing.
39. Installations of corrugated stainless steel tubing (CSST) must be grounded and bonded in accordance with applicable codes. Inspection of the installation must be shown on an approved electrical inspection certification performed by a Village approved agency.
40. All exterior mechanical appliances must be installed up against the building with sufficient room to maintain clearances as required by Building Code and the manufacturer; and be effectively screened from view of all surrounding properties by 4ft min. height evergreen plantings. No appliances to be near property lines, in the middle of a yard, or more than 5'-0" from the dwelling.
41. Trailers, shanties, tool sheds, PODS or other similar portable structures are not permitted on the site. Portable toilet facilities must be provided on the site for use by workers; however they shall not be placed in front yards, and must be placed away from all property lines.
42. Contractor advertising signs are not permitted. For Sale signs are not permitted. No trespassing signs, warning signs, and emergency contact signs are not permitted unless approved by the Building Inspector.
43. All regulated vibrations require a vibration permit in accordance with Village Code Chapter 152.
44. Styrofoam stucco work requires the house & scaffolding to be bound in a mesh screen to prevent foam debris & papers from spreading by wind.
45. All jobsites must be legally provided with their own metered electrical service for the entire duration of work.
46. All jobsites must be legally provided with their own metered water service for the entire duration of work.
47. The owner is responsible to for water service upgrades as required by the Water Authority of Great Neck North.
48. The owner is responsible to obtain rodent inspection updates from the Nassau County Health Department as required prior to building demolition.
49. Portable liquid propane tanks may not be stored anywhere on the property and may not be used anywhere on or inside the building at any time without written authorization from the Nassau County Fire Marshal.
50. Any change in the standing of the architect/engineer of record, general contractor, plumber, or electrician must be indicated to the Building Department in writing. Failure to do so will result in a Stop Work Order.
51. The owner is responsible for notifying all of his/her contractors, tradesmen, and registered professionals of all the terms and conditions stated in this permit application.
52. The following prohibitions on construction work times are in effect:
Construction, demolition, pile driving, or excavation involving the use of trucks and/or heavy earth moving equipment attended by loud disturbing noise:

Monday through Friday: 8:00am to 4:00pm	Sunday: NOT PERMITTED
Saturday: NOT PERMITTED	Legal Holidays: NOT PERMITTED

Construction, demolition, alteration, or repairs involving the use of tools and equipment attended by loud disturbing noise:	
Monday through Friday: 8:00am to 6:00pm	Sunday: NOT PERMITTED
Saturday: NOT PERMITTED	Legal Holidays: NOT PERMITTED
53. The architect of record is responsible for performing periodic inspections. At the conclusion of the project, the architect shall submit to the Building Department a certifying affidavit, indicating his or her findings and compliance with the approved drawings and all applicable codes.
54. The Building Department will also make the required inspections. The Building Department must be notified by a contractor or homeowner when each phase of work is available for inspection, no less than 48-hours in advance. If any miscellaneous work phase is not listed below and a contractor or home owner is unsure as to whether or not it requires Village inspection, a Village inspection MUST be scheduled.

Owner to initial after reading this page: _____

55. The following construction inspections are required as applicable:
1. Site erosion and safety inspection.
 2. Footing sub surface inspection of forms and rebar prior to the pouring of concrete.
 3. Foundation sub surface inspection of forms and rebar prior to the pouring of concrete.
 4. Pile foundation installations must be inspected by a Professional Engineer. The Engineer's inspection report must be submitted to the Building Department prior to any further construction.
 5. A foundation location survey must be submitted to the Building Department for review prior to any further construction or inspections. A Village foundation location certificate form must be completed and submitted with the foundation location survey.
 6. Foundation damp proofing /waterproofing inspection. Backfill shall not take place until framing is in place.
 7. Structural strapping and connector inspection.
 8. A building height certificate and survey must be submitted for review prior to any further construction or inspections.
 9. Structural framing inspection.
 10. Plumbing underground piping inspection.
 11. Plumbing rough in and leak/pressure test.
 12. Gas piping pressure test.
 13. Insulation inspections.
 14. Fire stopping inspections.
 15. Compliance with the NYS Energy Conservation Code requires air leakage testing and inspection certifications to be prepared by a qualified third-party Energy Code testing agency and submitted to the Building Department. Certifications must be notarized. A permanent Energy Code compliance certificate must be mounted in the boiler/mechanical room.
 16. Electrical system inspections must be performed by a certified electrical inspection agency that is approved by the Village. Original approved electrical inspection certificates must be submitted to the Building Department.
 17. Sanitary leaching and storm water drainage system inspections must be performed by a professional engineer and the Village. Drainage piping installations must also be inspected. A detailed letter of certification by the professional engineer of record is required for new systems in accordance with Nassau County Health Department guidelines. All systems must be located on a final survey.
 18. Final safety inspections must be performed when a project is at or near completion.
56. Changes to the approved building permit must first be documented with revised drawings & filed for approval on a permit amendment before construction can take place.
57. Each addition, separate structure, and additional system or appliance requires a separate building permit.
58. No new structures, systems, appliances, or changes to approvals shall be built without Building Department review, approval, & inspections.
59. At the time of inspections, the individual present on behalf of the owner will be informed of any necessary construction modifications and or documentation required to achieve compliance with NY State Building Code and Kings Point Village Zoning Code.
60. All new construction must be located on the subject property and shown on a final survey prepared by a licensed land surveyor.
61. All Building permits are valid for a period of 24 months (6 months for fences). All permits that remain open past the valid period are required to pay extension fees prior to the issuance of a certificate of occupancy or completion.

Building Permit Fees for General Construction:

(Includes new construction, additions, alterations, repairs, decks, fences, swimming pools, elevators, tennis courts, accessory structures, retaining walls, etc.)

\$500.00 Base Permit Fee + \$11.00 per \$1000.00 or fraction thereof of estimated construction cost + \$100.00 Curb Cross Fee and \$2000.00 Curb Cross Deposit

Be advised, there shall be no additional charge for the review of revised plans when such revisions have been made solely in response to comments by the Building Department to address missing, incorrect, or unclear information on the plans. However, if, after two resubmissions of plans, any request for the same or additional corrections or clarifications has been made and there has not been compliance with such request, an additional permit fee equal to 10% of the original permit fee shall be paid at the time of each resubmission until after a submission with such correction or clarification is provided.

Off Shore Structure Permits:

\$1000.00 Base Permit Fee. Curb Cross Fees and Deposits are not required due to site access from waterfront. (Includes piles, docks, floats, boat lifts, etc.)

Owner to initial after reading this page: _____

Infrastructure improvement fee:

Upon filing an application for a building permit, in order to defray the costs for the Village to protect all public improvements in the area of construction, including but not limited to road pavements, curbs, drainage facilities, and similar public improvements and to provide for the future development of those improvements, the applicants shall pay the following nonrefundable fee:

- (i) For construction of a new residence: \$5,000.
- (ii) For any alteration to an existing residence costing more than \$100,000 as determined by the Building Inspector: \$2,500.
- (iii) For a new pool, driveway, patio, terrace, deck, accessory building, or property regrade: \$1,500.
- (iv) For the demolition of substantially all structures on a residential lot when the owner does not file a building permit within 90 days after the start of the demolition: \$5,000.
- (v) For all new non-residential construction or demolition of substantially all non-residential structures: \$10,000.

In the event that any public improvements are damaged during the course of construction in connection with the building permit that has been issued, the Village shall require that the owner repair the damage in a good and workmanlike manner, meeting all the Village standards. In the event that the owner of the property does not repair the public improvements as aforesaid, the Village may make the necessary repairs and charge those costs to the property owner as an additional fee. In the event that the fee is unpaid when the Village is preparing its next annual assessment roll, the fee shall be added to the assessment roll for the property and collected in the manner fixed by law for the collection of the Village's real property taxes. In that event, interest from the date the work was performed shall be fixed, and the full amount, with that fixed interest, shall be subject to a delinquent penalty at the legal rate of interest for Village real property taxes in the event that the same is not paid in full on or before the date the tax bill upon which such charge appears becomes delinquent.

All fees must be paid by check. All checks are made payable to: Village of Kings Point. A Curb Cross Fee and Deposit is not required on private roads. Driveway repairs/construction on properties with multiple driveway openings requires separate \$2000 deposits for each driveway opening. Deposits require a separate check from permit fees and are refundable upon issuance of Certificate of Completion and road shoulders are found in good repair by the Highway Department. Applications that are incomplete will not be accepted or temporarily held by the Building Department.

Owner to initial after reading this page: _____

Contractor License and Insurance Document Requirements

Property Location: _____
Permit Type: _____
Section: _____, Block: _____, Lot(s): _____

General Contractor: _____

Address: _____
Office Phone: _____ Mobile Phone: _____ Fax: _____ Email: _____

_____ Consumer Affairs License	_____ Liability Insurance	_____ NYS Workman's Comp.	_____ NYS Disability
_____ Expiration Date	_____ VKP as certificate holder	_____ VKP as certificate holder	_____ VKP as certificate holder
	_____ Name/address match license	_____ Name/address match license	_____ Name/address match license
	_____ Expiration Date	_____ Expiration Date	_____ Expiration Date

Demolition Contractor: _____

Address: _____
Office Phone: _____ Mobile Phone: _____ Fax: _____ Email: _____

_____ Consumer Affairs License	_____ Liability Insurance	_____ NYS Workman's Comp.	_____ NYS Disability
_____ Expiration Date	_____ VKP as certificate holder	_____ VKP as certificate holder	_____ VKP as certificate holder
	_____ Name/address match license	_____ Name/address match license	_____ Name/address match license
	_____ Expiration Date	_____ Expiration Date	_____ Expiration Date

Plumbing Contractor: _____

Address: _____
Office Phone: _____ Mobile Phone: _____ Fax: _____ Email: _____

_____ North Hempstead License	_____ Liability Insurance	_____ NYS Workman's Comp.	_____ NYS Disability
_____ Expiration Date	_____ VKP as certificate holder	_____ VKP as certificate holder	_____ VKP as certificate holder
	_____ Name/address match license	_____ Name/address match license	_____ Name/address match license
	_____ Expiration Date	_____ Expiration Date	_____ Expiration Date

Electrical Contractor: _____

Address: _____
Office Phone: _____ Mobile Phone: _____ Fax: _____ Email: _____

_____ North Hempstead License	_____ Liability Insurance	_____ NYS Workman's Comp.	_____ NYS Disability
_____ Expiration Date	_____ VKP as certificate holder	_____ VKP as certificate holder	_____ VKP as certificate holder
	_____ Name/address match license	_____ Name/address match license	_____ Name/address match license
	_____ Expiration Date	_____ Expiration Date	_____ Expiration Date

Acceptable Workman's Comp proof must be on NY State forms: CE-200, C-105.2, or SI-12. Accord forms are NOT acceptable.

Acceptable Disability proof must be on NY State forms: CE-200, DB-120.1, or DB-155. Accord forms are NOT acceptable.

Each and every license and insurance document must be valid and up to date. Documents that are expired or invalid will be discarded without notification.

The name and address on a contractor's license MUST match the name and address of all insurance documents.

The Village of Kings Point MUST be listed as certificate holder.

When performing work on a Village Right of Way, contractors must list the Village of Kings Point as additional insured on the endorsement page.

Any change to the primary contractors listed above must be made in writing and submitted to the Building Department. The new contractors must submit all the required license & insurance documents. Failure to do so will result in a Stop Work Order.

Approved Building Permits will not be released unless all required contractor's information is submitted.

Approved building permits will only be released to the home owner.

Additional Requirements: _____



**BUILDING PERMIT
RESIDENTIAL PROPERTY
DEPARTMENT OF ASSESSMENT
NASSAU COUNTY**

240 Old Country Road, Mineola, NY 11501

TOWN - CITY - VILLAGE OF: _____

NBHD# (ASSESSOR USE ONLY)

DATE REC'D (ASSESSOR USE ONLY)

SECTION	BLOCK	LOT (S)	SCH DIST #	PERMIT #	SPECIFIC ZONING DESIGNATION

Location of Building	N.E.S.W. SIDE OF (OR CORNER OF)	N.E.S.W. SIDE OF
----------------------	---------------------------------	------------------

ADDRESS OF PROPERTY	Check one	NAME OF BUSINESS
---------------------	-----------	------------------

CITY, TOWN, VILLAGE	ZIP	CONTACT PERSON/OWNER
---------------------	-----	----------------------

ESTIMATED COST OF CONSTRUCTION:	<input type="checkbox"/> OWNER OR <input type="checkbox"/> LESSEE	ADDRESS
		CITY, STATE, ZIP

WORK MUST BEGIN BY	PRINCIPLE TYPE OF CONSTRUCTION	PHONE
PERMIT EXP DATE	<input type="checkbox"/> STEEL	EMAIL

LOT SIZE S.F.	<input type="checkbox"/> MASONRY	IF YOU WISH TO GROUP OR APPORTION LOTS PLEASE CALL 516-571-1500 FOR FURTHER INFORMATION
# BLDGS ON LOT	<input type="checkbox"/> FRAME	

DETAILED DESCRIPTION OF WORK (PLEASE PRINT CLEARLY)

*INCLUDING, BUT NOT LIMITED TO: LOCATION, TYPE AND DIMENSIONS OF IMPROVEMENT

PERMIT TYPE - CHECK ALL ITEMS THAT APPLY	DOES RESIDENCE HAVE THE FOLLOWING
<input type="checkbox"/> NEW BUILDING	CENTRAL AIR YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> ADDITION (CHANGE IN S.F.)	FINISHED ATTIC YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> DEMOLITION	BASEMENT FINISH
<input type="checkbox"/> ALTERATION (NO CHANGE IN S.F.)	1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> FULL <input type="checkbox"/>
<input type="checkbox"/> MAINTAIN (PRE-EXISTING)	
<input type="checkbox"/> RECONSTRUCTION	
<input type="checkbox"/> DECK, TERRACE, PORCH, CARPORT	
<input type="checkbox"/> DORMERS	
<input type="checkbox"/> OTHER _____	
<input type="checkbox"/> FIRE DAMAGE	
<input type="checkbox"/> GARAGE/ OUT BUILDING	
<input type="checkbox"/> HVAC	
<input type="checkbox"/> PLUMBING	
<input type="checkbox"/> RELOCATION	
<input type="checkbox"/> REPLACEMENT	
<input type="checkbox"/> SWIMMING POOL	
<input type="checkbox"/> TENNIS COURT	
<input type="checkbox"/> CHANGE IN USE	

PROPOSED TOTAL PLUMBING FIXTURES

FLOOR/FIXTURE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR
BATHROOM SINK				
TOILET				
BATHTUB				
STALL SHOWER				
BIDET				
KITCHEN SINK				
WET BAR				

NUMBER OF EXISTING AND PROPOSED BATHS			
NUMBER OF EXISTING FULL BATHS		NUMBER OF PROPOSED FULL BATHS	
NUMBER OF EXISTING HALF BATHS		NUMBER OF PROPOSED HALF BATHS	

HALF BATH EQUALS TWO FIXTURES, FULL BATH EQUALS THREE OR MORE FIXTURES			
NEW C/O NEEDED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
VARIANCE OBTAINED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
CONSTRUCTION/RENOVATION IN EXCESS OF 50%	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
SURVEY ENCLOSED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

PLEASE ATTACH ALL PERMITS & SURVEY IF AVAILABLE

DATE OF GRANTING OF PERMIT _____

Signature of Applicant/Contact Person - Sign & Print

**SEPARATE APPLICATION SHALL BE
MADE FOR EACH BUILDING**

Address of Applicant/Contact Person

Telephone

FIELD REPORT ON REVERSE

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:			Telephone:	
			E-Mail:	
Address:				
City/PO:		State:		Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action: 5. Urban Rural (non-agriculture) Industrial Commercial Residential (suburban) <input type="checkbox"/> Forest Agriculture Aquatic Other(Specify): <input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/> <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional Wetland <input type="checkbox"/> Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

Project:

Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Project:

Date:

Short Environmental Assessment Form

Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

32 Steppingstone Lane
Kings Point, New York 11024

Claimant's
Invoice No.

Pay to: _____

Street and Number:

City, State: _____

Claim	
Check #	
Payee	
Acct. #	
Amount	
Acct. #	
Amount	
Acct. #	
Amount	
Acct. #	
Amount	

[illegible]

I HEREBY CERTIFY the above articles were sold and delivered and / or the above service rendered to the Village of Kings Point on the dates and for the prices or amounts billed; that the above bill is just, true and correct; that no part thereof has been paid except as stated therein and that the balance therein is actually due and owing and that taxes from which the Village of Kings Point is exempt are excluded therefrom.

Signature _____

(Title)

Date _____

(Name of Company)

Tax I.D. # _____ Social Security # _____

I HEREBY APPROVE this claim for services rendered and disbursements for Equipment, materials, supplies and other expenses as herein indicated, which were for the Village of Kings Point

Date _____

Name

Title

Appropriation

All submittals of permit applications to the Village of Kings Point Building Department for new construction, additions, alterations, and repairs shall include plans that comply with the following requirements in accordance with the 2020 Residential Code of New York State, the 2020 Energy Conservation Construction Code of New York State, The Village of Kings Point Code, and all other applicable Federal, State, County, and other local agency regulations.

1. Document compliance with the 2020 Residential Code of New York State and the 2020 Energy Conservation Construction Code of New York State. Provide specific design criteria as outlined on the Village Energy Code compliance page.
2. Document compliance with Code Section R310 for emergency escape and rescue openings. Provide opening locations on floor plans. Provide specific details.
3. Document compliance with Code Section R313, R314, & R915 of the fire code for automatic sprinklers (where applicable), smoke alarms, and carbon monoxide alarms. Provide smoke alarm and carbon monoxide alarm locations on floor plans. Provide specific details.
4. Document compliance with Code Section Chapter 4 for footings and foundations. Provide footing and foundation sections & dimensions. Show steel reinforcement, drainage, & damp proofing etc. Provide specific details.
5. Provide wind design criteria in accordance with code section R301.2.1. Structural drawings shall include: foundation plans, structural framing plans, building sections, load paths, shear wall locations, nailing schedules, framing connection details (straps, clips, hold downs etc.) All structural plans shall bear the seal of a licensed professional engineer.
6. Document compliance with Code Section R1001 for chimneys and fireplaces. Provide specific details. Provide manufacturers specifications for prefabricated units.
7. Provide all heating and air conditioning equipment specifications from manufacturers. Provide locations of all equipment.
8. Document compliance with Code Section M1201 for Mechanical Code. Provide specific details.
9. Document compliance with Code Section G2401 for Fuel Gas Code. Provide specific details.
10. Document compliance with Code Section P2501 for Plumbing Code. Provide specific details.
11. Document compliance with Code Section E3401 for Electrical Code. Provide specific details.
12. Provide an on-site sanitary system to accommodate the total number of bedrooms in the house. Designs must be prepared by a professional engineer in accordance with NCDH Rules and Regulations. Provide specific details.
13. Provide an on-site storm water retention system in accordance with Village Code Chapter 133A to handle 100% of a 5-inch rainfall volume for all impervious surface areas; and 30% of a 5-inch rainfall volume for all disturbed pervious surface areas. Provide watershed distribution calculations. Designs must be by a professional engineer in accordance with NCDH Rules and Regulations.
14. A temporary drainage reserve area must be shown on the site plans at the property low point to accommodate 3-inches of rainfall volume for the disturbed ground areas. Erosion control methods to be maintained for the duration of the project must also be shown on the site plan such as silt fence, hay bales, filter berms, gravel entrance pads, mulch, grass, etc.
15. Construction that will create a disturbed land area of 1 acre (43,560s.f.) or more must obtain a SPDES General Permit for storm water discharges from construction activity GP-0-15-002 from the N.Y.S.D.E.C.
16. Provide a contoured topographic survey of existing conditions shown in NAVD-1988 prepared by a licensed land surveyor.
17. Provide a site plan based on the topographic survey showing all the existing and proposed topographic contour lines, and all existing and proposed property features and structures.
18. Provide a detail showing the requirements of the engineered wood and truss notification sign that pertain to this project in accordance with Title 19 NYCRR PART 1265. The sign location must be coordinated in the field with the Building Department.

TABLE R301.2 (1)
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

Ground Snow Load	Wind Design				Seismic Design Category	Subject to Damage From			Winter Design Temp	Ice Barrier Underlayment Required	Flood Hazards	Air Freezing Index	Mean Annual Temp
	Speed (mph)	Topographic Effects	Special Wind Region	Wind-Borne Debris Zone		Weathering	Frost Line Depth	Termite					
20 psf	120	N/A	N/A	No	B	Severe	36" min	Mod/Heavy	15°F	Yes	Varies	1500 or <	52.9°F

All permit application submissions must document compliance with the 2020 Energy Conservation Construction Code of New York State as follows.

Energy Code Compliance Path

The proposed set of construction documents must clearly illustrate the energy code compliance path being used; Building Thermal Envelope (Prescriptive Path) R402, Simulated Performance Alternative (Performance Path) R405, or Energy Rating Index (Alternative Path) R406.

Compliance Software R101.5.1

Compliance with the ECCCNY—Residential Provisions can be demonstrated using either of the following:

1. Computer software that is developed by the United States Department of Energy (such as REScheck) specifically for the ECCCNY—Residential Provisions, or
2. Other software that shall have been expressly approved in writing by the New York Secretary of State as acceptable for demonstrating compliance with the ECCCNY—Residential Provisions.

Software programs used to demonstrate compliance must indicate compliance with the ECCCNY—Residential Provisions and must reflect the actual requirements of the ECCCNY—Residential Provisions.

Information on Construction Documents R105.2

Construction documents must be prepared by a New York State registered design professional and clearly document the code compliance of including but not limited to the following items:

1. Insulation materials and their R-values.
2. Fenestration U-factor and solar heat gain coefficient (SHGC).
3. Area-weighted U-factor and solar heat gain coefficient (SHGC) calculations.
4. Mechanical system design criteria
5. Mechanical and service water heating system and equipment types, sizes, and efficiencies.
6. Equipment and system controls.
7. Duct sealing, duct and pipe insulation and location.
8. Air sealing type details

Building Thermal Envelope Depiction R105.2.1

The building thermal envelope shall be represented on the construction documents.

Written Statement R105.2.2

When plans or specifications bear the seal and signature of a registered design professional, such registered design professional shall also include a written statement that to the best of his or her knowledge, belief and professional judgment, such plans or specifications are in compliance with the Energy Code.

Required Inspections R106.2

Inspections shall be performed as required in accordance with R106.2.1 through R106.2.5

R106.2.1: Footing and foundation

R106.2.2: Framing and rough-in

R106.2.3: Plumbing rough-in

R106.2.4: Mechanical rough-in

R106.2.5: Final inspection

Testing R402.4.1.2

The building or dwelling unit shall be tested and verified as having an air leakage rate not exceeding three air changes per hour. Testing shall be conducted in accordance with ASTM E 779 or ASTM E 1827 and reported at a pressure of 0.2 inch w.g. (50 Pascals). Testing shall be performed at any time after creation of all penetrations of the building thermal envelope.

Testing shall be conducted by an approved third party. A written report of the results of the test shall be prepared and signed by the party conducting the test and provided to the code official.

Certificate (Mandatory) R401.3

A permanent certificate shall be completed by the builder or registered design professional and posted on a wall in the space where the furnace is located, a utility room or an approved location inside the building. The certificate shall list the predominant R-values of insulation installed in or on ceiling/roof, walls, foundation (slab, basement wall, crawlspace wall and floor) and ducts outside conditioned spaces; U-factors for fenestration and the solar heat gain coefficient (SHGC) of fenestration, and the results from any required duct system and building envelope air leakage testing done on the building. Where there is more than one value for each component, the certificate shall list the value covering the largest area. The certificate shall list the types and efficiencies of heating, cooling and service water heating equipment.

All New Construction, Repairs, Additions, Level-1 Alterations, and Level-2 Alterations must comply with the following Smoke and Carbon Monoxide Alarm Installation requirements of Sections R314, R315, 915(IFC), AJ401, AJ501, AJ601 and AJ801, of the 2020 Residential Code of New York State and the 2020 Fire Code of New York State.

Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements and habitable attics and not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
4. Smoke alarms shall be installed not less than 3 feet (914 mm) horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by this section.

Carbon monoxide detection shall be installed in the locations specified in Sections 915.3 through 915.3.3 plus any additional locations as required by the manufacturer of the carbon monoxide detection device. All carbon monoxide detectors shall be installed in locations that avoid dead air spaces, turbulent air spaces, fresh air returns, open windows, HVAC ducts, closed doors, and other such obstructions that could prevent carbon monoxide from reaching the detector. Where there is a conflict between the location requirements specified by this code and the location requirements specified by the manufacturer of the carbon monoxide detection device, the more restrictive shall govern.

Exception: Where Sections 915.3 through 915.3.3 require a room or area to be protected by multiple carbon monoxide detectors, one carbon monoxide detector may be provided in an approved location that satisfies all applicable requirements of Sections 915.3.1 through 915.3.3 or otherwise provides the room or area with adequate protection. The level of protection in adjacent rooms shall not be reduced by the elimination of an otherwise required detector.

915.3.1 Residential Buildings That Contain a Fuel-Burning Appliance

Carbon monoxide detection shall be installed in residential buildings in all rooms, occupiable space, dwelling units, sleeping areas, and sleeping units that contain a fuel-burning appliance.

Exceptions:

1. In sleeping areas and sleeping units where a fuel-burning appliance is located in an attached bathroom, utility room, closet, or space, a carbon monoxide detector shall be installed in a central or otherwise approved location in the sleeping area or sleeping unit.
2. In dwelling units and sleeping units where a fuel-burning appliance is located in a kitchen or kitchenette, a carbon monoxide detector shall be installed outside of the sleeping areas and within 10 feet (3048 mm) of the entrance to the sleeping areas.

915.3.1.1 Rooms With an Elevator Shaft

When a room containing a fuel-burning appliance also contains an elevator that provides access to an upper level of a building, the carbon monoxide detector shall be installed between the fuel-burning appliance and the elevator.

915.3.1.2 Rooms With Communicating Openings

Carbon monoxide detection shall be installed in a central or otherwise approved location in occupiable space, sleeping areas, and sleeping units that have a direct communicating opening to a room that contains a fuel-burning appliance.

915.3.1.3 Dwelling Units and Sleeping Units That Contain a Fuel-Burning Appliance

Carbon monoxide detection shall be installed outside of sleeping areas and within 10 feet (3048 mm) of the entrance to the sleeping areas in dwelling units and sleeping units that contain a fuel-burning appliance.

Exception: Carbon monoxide detection shall be installed in sleeping areas when required by Sections 915.3.1 through 915.3.1.2 as applicable.

Power source, combination alarms and interconnection:

1. Battery powered NON interconnecting smoke and carbon monoxide alarms shall be permitted in existing areas where the alterations or repairs do not result in removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for interconnection without the removal of interior finishes.
2. Combination smoke/carbon monoxide detectors shall be permitted.