

JOSEPH E. RICHARDSON

516-659-0010

INC. VILLAGE OF MILL NECK

PROCEDURE FOR FILING FOR BUILDING PERMIT

Applicant shall submit the following:

1. 2 sets of plans, including plot plan, plumbing diagram, sewage disposal details, and roof dry wells. Plans must have impression seal of Registered Architect or Licensed Professional Engineer when cost exceeds \$10,000 or volume exceeds 30,000 cu. ft. or if structural alterations are proposed.
2. Application in duplicate with Assessor's sheet. If property fronts on a County Road, two additional plot plans shall be submitted.
3. Compensation Certificate made out to Village. *Also DBL on Form 120-1*
4. Check for Permit and Certificate of Occupancy. Fee is based upon estimated cost of construction which is the total amount of contract for construction or in the case of houses built for sale, the sales price of the house, less the cost of land.

Permit Fee is \$100.00 for the first \$2,000 of construction cost and \$10.00 for each additional \$1,000 or fraction thereof. Certificate of Occupancy Fee is \$50.00 which shall be paid when applying for permit.

PROCEDURE FOR FILING FOR CERTIFICATE OF OCCUPANCY

Applicant shall submit the following:

1. Affidavit of Final Cost of Construction.
2. Survey showing house and location of sewage disposal system and depth of cesspool.
3. National Board of Fire Underwriters Certificate.
4. If required, letter from Architect or Engineer stating that the building has been constructed in accordance with his plans.

PLEASE NOTE: No action will be taken on Permits or Certificates of Occupancy unless all of the above documents are filed with the Building Inspector.

OCCUPANCY OF A BUILDING OR STRUCTURE PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY IS A VIOLATION OF ZONING ORDINANCE.