

**INCORPORATED VILLAGE OF PLANDOME  
HEIGHTS**  
**37 Orchard Street Manhasset, NY 11030**  
**(516) 627-1136**

**INSTRUCTIONS FOR BUILDING PERMIT APPLICATION**

➤ **Submission must include:**

- Completed, notarized application
- 2 sets of plans with specifications drawn to scale prepared by a licensed architect or professional engineer (where applicable)
- Current survey drawn to scale as prepared by a licensed surveyor including topographicals (where applicable)
- A site plan indicating existing and proposed structures (where applicable)

The Building Inspector shall review all submissions for compliance with Village zoning code as well as compliance with N.Y.S. Building Codes.

The Building Inspector may require additional information as is deemed necessary to complete a final review.

➤ **Once plans are approved by Building Inspector:**

**ARB review** may be required. See separate instructions for meeting requirements. NOTE: A certified return receipt mailing to neighbors is required prior to the ARB meeting per instructions from the Building Inspector. **Once plans are approved by the ARB, two sets of final construction drawings must be submitted for approval and issuance of a permit.**

➤ **Contractor Requirements:**

1. Prior to issuance of a permit, contractor must submit the following documents:
  - Nassau County Home Improvement license
  - Insurance certificates for Contractor's General Liability at \$1 million with Village of Plandome Heights named as additional insured
  - Proof of Workers Compensation (C-105.2 form) and NYS Disability (on DB-120.1 or DB-155 form). Will not be accepted on Accord form.
2. Plumbing and electrical work must be performed by licensed professionals.