

# INCORPORATED VILLAGE OF NORTH HILLS

One Shelter Rock Road, North Hills, NY 11576 • Tel. (516) 627-3690 • Fax (516) 627-0703

## Instructions for Filing an Application for Generator Permit

All applications to include the following items:

1. **Complete “Application for Building Permit”-** (3) Three original signed and notarized copies of the Application.
2. **Building Permit Fee-** Fees to be paid by check. Fees will be calculated per Village Code Chapter 130.
3. **Copy of Survey-** All surveys to be signed and sealed by a surveyor licensed in the state of New York. The survey must clearly show the full extent and dimensions of the proposed generator and pad/base work as well as demonstrate compliance of all applicable codes, laws, and regulations.
4. **Specifications** – Provide a copy of the generator brochure.
5. **Proof of Property Ownership-** A copy of a recent tax bill or Deed.
6. **HOA Filing Affidavit-** If the property is located within a community with a Homeowners Association, provide (1) one copy of the “PROOF OF HOA FILING AFFIDAVIT” signed and notarized by the property owner. Or the original approval letter from the HOA.
7. **Nassau County Board of Assessors Form-** (1) One Copy of form supplied by Village.
8. **Contractors Information-** General Contractor, Plumber, and Electrician to submit a copy of their license, liability, disability, and workers compensation insurance. Please see “LICENSE & INSURANCE REQUIREMENTS” page for additional information.
9. **Plumbing Permit Application-** A separate plumbing application must be submitted. (3) Three copies with original signatures will be required.
10. **Fees:**
  - a) Residential
    - 1) Building Fee - \$100 + 1% of the cost of construction.
    - 2) Plumbing Fee - \$100 per gas unit.
  - b) Commercial
    - 1) Building Fee - \$100 + 1% of the cost of construction.
    - 2) Plumbing Fee - \$500 per gas unit.

**\*\*NO CONSTRUCTION MAY TAKE PLACE PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.\*\***

**Required inspections will be listed on the building permit. It is the responsibility of the owner to schedule the required inspections. Requests for a building inspection must be made in advance and are subject to scheduling.**

**At Completion of the construction and once a final inspection has been passed the applicant must submit the close out documents in order to receive a Certificate of Completion.**

**\*\*Any questions regarding requirements please contact the Building Department at (516) 627-3690. \*\***