

Incorporated Village of Valley Stream
Building Department
123 S. Central Ave.
Valley Stream, NY 11580
(516) 825 - 4200 Ext. 3

This package contains important information regarding Building Permit Applications and should be reviewed before completing and filing an application. **Please note: incomplete applications will not be accepted. An application check list is provided on page 2)**

The Building Permit Application is for **new construction work and to maintain construction work already performed to the principal/ accessory buildings and structures.** Separate applications are required for the following items: **PLUMBING, ELETRICAL, FENCE INSTALLATION, SIDEWALK, CURB, COMMERCIAL SIGNS, or for ON STREET TRASH CONTAINERS.**

The New York State Uniform Fire Prevention and Building Code is hereby adopted and recognized as the Official Building Construction Code of the Village for the purposes set forth therein and as it may be amended from time to time.

All proposed Residential or Commercial work that does not comply with the Village Zoning Code as determined by the Building Department will result in the issuance of a denial letter. An applicant may file an application with the Board of Zoning and Appeals. Applications that comply with the Zoning Code may require approval from the Architectural Review Board.

Section 239-f of New York State General Municipal Law (GML§239-f) requires municipalities to refer certain proposed subdivision plats and building permit applications to the County's commissioner of Public Works for review. Applications subject to County referral include proposed subdivision plats and proposed structures, proposed new streets, or proposed buildings which shall have a frontage on, access to, or be otherwise directly related to any existing or proposed right- of - way or site shown on the County's official map.

See additional references in this package (pages 7 – 10) indicating required approval by the **Nassau County Health Department, Nassau County Fire Marshal and New York State Department of Environmental Conservation.**

Proposed work on property that is adjacent to New York State roads requires approval by **NYS Department of Transportation.**

PERMIT NO. _____

I – The following items are required to be submitted with an Application for Building Permit:

1. Building Permit Application Form.
2. Two (2) copies of a recent survey by a licensed land surveyor, showing the parcel and all existing buildings and structures thereon. (Photocopies must be legible)
3. Proof of ownership- One (1) copy of recent tax bill, showing Section, Block and Lot or photocopy of deed. (photocopies must be legible)
4. Two (2) copies of a plot plan drawn to scale, including all structures and side, front and rear yards.
5. Plumbing permit application (**filed by licensed plumber**) or affidavit (Village form) signed by property owner acknowledging that no plumbing work will be performed under indicated project.
6. Electrical permit application (**filed by licensed electrician**) or affidavit (Village form) signed by property owner acknowledging that no electrical work will be performed under indicated project.
7. Two (2) **complete** sets of CONSTRUCTION DRAWINGS.
8. Contractors Insurance Certificates i.e. Liability, Workers Compensation and Disabilities Benefits (must be on three separate forms with the Inc. Village of Valley Stream as the Certificate Holder. Forms DB120.1 for Disability and C105.2, U-26.3 for Workers Compensation or CE200 for Waiver. Note: **Accord form is acceptable for Liability Only**; these are the only forms the Village can accept in accordance with **NEW YORK STATE LAW**.)
9. Copy of **Contractor's Current Nassau County Home Improvement License issued by Nassau County Dept. of Consumer Affairs** for improvements to private residential properties of not more than three (3) Families.

The applicant shall carefully follow all instructions on the application form and answer every applicable question thereon. Applications that are illegible, contain errors and/or scratched out words will not be accepted.

No person shall be permitted to alter any application except the applicant.

The application is a sworn statement. Anyone knowingly entering false information may be guilty of a criminal offense.

It is the policy of the Building Department to abandon and destroy, without notification, any application that has been left dormant by the applicant, owner or agent for a period of ninety (90) days. All fees paid in relation to such an application are non-refundable and non-transferable.

II- Construction Drawings:

The application shall be accompanied by structural drawings, prepared in a standard architectural manner to a scale of not less than one quarter (1/4) of an inch to one foot. **Blue or Black line Ozalid type prints made from original tracings are required.** The drawings shall include a foundation plan, floor plans, cross sections, elevations and necessary details to completely describe the proposed work. All symbols used on drawings to describe methods or materials, etc. are to be standard architectural symbols.

In cases where the proposed work exceeds the limits described in Articles 145 and 147 of the Education Law of the State of New York, the **seal and signature** of the licensed Architect or Professional Engineer will be required on the drawings.

Fireplace chimney details shall include a plot/ floor plan, section and elevation.

III- Residential Second Story Additions:

Where a second story, full double dormer or full single dormer are to be erected above an existing dwelling, the plans shall include a first floor layout and cellar plan of the existing building in addition to the drawings of the proposed construction. The plans of the existing conditions may be prepared at 1/8" –1'– 0" scale, and shall indicate the location, size, and spacing of existing: girders, columns or piers. A full double dormer and full single dormer for the purpose of this section shall be defined as **"in excess of 50% of the existing roof line"**.

IV- General Notes:

Note(s) on the drawings shall include information on the following:

1. All work shall conform to the **currently adopted New York State Uniform Fire Prevention and Building Code.**
2. Assumed soil-bearing capacity.
3. Maximum permitted **fiber stresses** for all structural materials used.
4. Any information that will aid in interpretation of the drawings.
5. Plans shall demonstrate compliance with the requirements of the **currently adopted Energy Conservation Construction Code of New York State.**

The information contained in this instruction package has been compiled in order to assist persons in filing for building permits. These requirements represent the minimum standards for filing. This package will be revised as needed.

The Village Department of Sanitation Regulations precludes the collection of solid waste material generated by construction or reconstruction projects.

The disposal of solid waste generated by any construction or reconstruction project is the responsibility of the permit holder and is subject to appropriate Village, County and State Regulations which apply to the type of solid waste. **No Solid Waste Transfer Container** may be placed on the street without obtaining an appropriate permit from the Village.

V- Floor Plans:

Floor Plans shall include the following:

1. Size and use of all rooms.
2. Size and location of all openings in exterior walls - so that available light and ventilation can be determined.
3. In the case of additions to existing buildings indicate method for supplying light and ventilation to existing rooms that may be cut off by the proposed addition.
4. Size and swing of all doors.
5. Size and materials of all headers and lintels.
6. Size, spacing and direction of joists.
7. Indicate load-bearing partitions.
8. Section cut lines.

VI- Sections:

The drawings shall include the necessary cross or longitudinal sections and details to fully illustrate the proposed construction. The sections shall include the following:

1. Size and material of all members shown.
2. Floor to ceiling height, depth of crawl spaces, and depth of footings below finished grade.
3. Roof pitch, expressed as a proportion of rise to run.
4. Location and type of bridging.
5. The line along which the section was taken shall be indicated on floor plan.
6. Insulation and air sealing details for thermal envelope.

VII- Details:

Unusual framing methods and specific framing/ structural connections shall be illustrated by detail drawings. Laminated or compound structural members are to be fully detailed. A stress diagram and computations shall accompany trusses or trussed rafters.

Note: the posting of Truss Sign(s) will be required for projects utilizing Truss- type construction and/ or engineered lumber in accordance with Part 1264 and/ or 1265 of the NYCRR.

VIII- Foundation Plans:

Foundation plans shall include the following minimum information:

1. Size of footing.
 2. Size and material of foundation walls.
 3. Size and location of column or pier footings.
 4. Size, material and placing of columns or piers.
 5. Size and material of girders.
 6. Size, spacing and direction joists.
 7. Size and spacing of anchor bolts.
 8. Access to and ventilation for crawl spaces and cellars.
 9. Thickness of concrete floor slabs.
 10. Waterproofing/ damp proofing details (as applicable).
- A. In areas where unusual soil conditions are suspected a **test boring and/ or a subsurface geotechnical report** may be required to justify the proposed foundation.

Letter of Authorization

Date: _____

To: Incorporated Village of Valley Stream Building Department

Re: _____

(Premise Street Address)

School District: _____ Section: _____ Block: _____ Lot/Lots: _____

Nassau Village of Valley Stream _____
(County) (Zone)

Private Ownership: I, _____ as owner,
(Full Name – Print)

Corporate or Partnership: I, _____ as owner,
(Full Name – Print) (Title – Print)

(Name of Partnership or Corporation – Print)

Do Authorize: _____ P.E./ R.A. Agent of
(Full Name – Print)

(Firm Name – Print)

(Firm Address - Print) (Street) (City) (State) (Zip)

To file such plans and specifications as necessary to install, construct, legalize and/or obtain approval for: (Specify) _____
(Proposed/Maintain Work - Print)

At the Above Referenced Premise. I acknowledge that the information set forth in this document is true and correct.

(Signature of Owner / Officer)

(Print Name and Title – Print)

SWORN TO BEFORE ME THIS _____ DAY OF _____ 20_____

(NOTARY PUBLIC)

Nassau County Department of Health – Required Permits:		
Type of Certificate/Permit	Description	Contact
GENERAL		
Article XI of Nassau County Public Health Ordinance Toxic & Hazardous Material Storage, Handling & Control Construction Permit	Permit is needed to install, construct & for removal of underground or above ground storage tanks at facilities storing over 1,100 gallons of heating oil products or over 250 gallons of all other hazardous materials. Permit is valid for one-year period.	516-227-9691
Article XI - Toxic & Hazardous Material Storage Handling & Control Operating Permit.	Permit is needed for each tank at a facility storing over 1,100 gallons of heating oil products or over 250 gallons of all other hazardous materials. Permit is valid for a minimum of one year up to a period of five years.	516-227-9691
SPDES Permit for On Site Sanitary Systems.	All on-site sanitary systems (septic systems, leaching pools, leaching fields, cesspools, etc.) for commercial buildings that are either food establishments (wet stores) or large enough to discharge 1,000 gallons per day (as determined by NCDH) require a plan approval and permit.	516-227-9691
Realty Subdivisions	All realty subdivisions (5 lots or more) including condominiums & cooperatives must have the methods of water supply & sewage disposal approved by NCDH, as well as the realty subdivision.	516-227-9672

COMMUNITY SANITATION		
Rodent Free Certificate prior to demolition	Any property owner wanting to demolish a structure must secure from the NCDH certification stating that the premises to be demolished have been inspected and is rodent free. All Building Departments (Town & Village) require this certification before issuance of demolition permit. Certification letter is good for ten (10) days.	516-227-9715
RECREATIONAL FACILITIES		
Bathing Facility Permit	Indoor & Outdoor swimming pools, spa pools and beaches require a permit to operate (renewable annually). New businesses and change of owners require completion of new application. Safety plan approval required prior to operation.	516-227-9717
FOOD PROTECTION		
Food and/or Beverage Establishment Permit	All establishments that prepare and serve food/beverage are required to have a permit to operate (renewable annually). New business or change of ownership must complete a new application. Establishments requiring permit & inspection include: restaurants, delicatessens, mobile food services, taverns, flea markets, carnivals, bakeries and other similar uses. NCDH will supply additional information.	516-227-9717
Plan Approval	All food and/or beverage establishments that are new or altered. NCDH will supply additional information.	516-227-9717

GROUNDWATER PROTECTION		
Article X - Groundwater Protection Area	Certain areas of Nassau County have been designated Special Groundwater Protection Areas & all on-site sanitary systems within these areas require the approval of NCDH.	516-227-9672
Article II - Sewer	All facilities located in areas where NC Sanitary Sewer System exists must be connected to this system. Existing on-site sanitary systems within this area must be abandoned according to NCDPW & NCDH guidelines.	516-227-9692
Underground Injection Control	All interior floor drains must be either registered or eliminated. A closure plan to eliminate interior floor drains must be approved by USEPA & NCDH.	516-227-9692
Article IV - Private Drinking Water Wells	The installation of private water wells for drinking & sanitary purposes is prohibited in areas served by public water systems.	516-227-9692
AIR POLLUTION CONTROLL		
Air Program coordinated w/NYSDEC. Title V Permits, State Facility Permits, Registrations.	Title V Permits for Major Facilities reviewed and processed. Major Facility inspections conducted. Response to odor complaints from industrial sources. Review of Article XI permits.	NYSDEC 631-444-0205 N.C. Dept. of Health 516-227-9459
Nassau County Fire Marshal – Permits Required		
Permit required for installation of the described systems in commercial buildings.	Fire Alarm Systems Sprinkler Systems Stand Pipe Systems Spray Booths	Nassau County Fire Commission Office of Fire Marshal 1194 Prospect Avenue Westbury, New York 11590

	Hazardous Material Storage Hood Duct Exhaust System Flammable Storage Cabinet	516-573-9900
New York State Department of Environmental Conservation		
Gasoline Vapor Recovery (GVR) Permit	This permit is required for all gasoline dispensing sites whether retail, private, business or municipal. Requirements vary depending on the project, whether the facility is new, existing or being modified.	NYSDEC Stonybrook (631) 444-0355
Exhaust and/or Ventilation System Permit	Permit is required for any industrial operation exhausting anything other than uncontaminated air or water vapor. This includes flammable material storage cabinets. (Permits for flammable storage cabinets also required from Nassau County Fire Marshall	NYSDEC Stonybrook (631) 444-0355
Stationary Combustion Installation Permit	Permit is required for oil-fired systems or modifications with a maximum firing rate equal to or greater than one million BTUs/hours. (Approximately seven gallons per hour)	NYSDEC Stonybrook (631) 444-0355
Incinerator Permit	Permit is required for any incinerator or modification of it regardless of capacity.	NYSDEC Stonybrook (631) 444-0355

AFFIDAVIT OF NO PLUMBING WORK

Inc. Village of Valley Stream
Building Department
123 South Central Avenue
Valley Stream, NY 11580

PREMISES: _____

This is to certify that I, _____
owner of the above premises, applying for a building permit, being duly sworn, depose and say
that there will be no plumbing work of any nature whatsoever at the above captioned premises.

I realize that I must apply for a Plumbing Permit in the event plumbing work is installed at a
future date.

Signed: _____
(Owner)

(Print name)

Sworn to before me this _____ day of
_____, 20_____

AFFIDAVIT OF NO ELECTRIC WORK

Inc. Village of Valley Stream
Building Department
123 South Central Avenue
Valley Stream, NY 11580

PREMISES: _____

This is to certify that I, _____
owner of the above premises, applying for a building permit, being duly sworn, depose and say
that there will be no electrical work of any nature whatsoever at the above captioned premises.

I realize that I must apply for an Electrical Permit in the event electrical work is installed at a
future date.

Signed: _____
(Owner)

(Print name)

Sworn to before me this _____ day of
_____, 20_____

INC. VILLAGE OF VALLEY STREAM
APPLICATION TO MAINTAIN EXISTING RESIDENTIAL
CONSTRUCTION

APPLICATION # _____ FOR BUILDING PERMIT # _____

PURPOSE OF PERMIT _____

PREMISES OF _____

SECTION _____ BLOCK _____ LOT _____

STATE OF NEW YORK
COUNTY OF NASSAU

Being duly sworn deposes and says that I am a
licensed Registered Architect/Professional Engineer and duly licensed to practice my
profession in the State of New York and maintain an office for the practice of same at:

NAME OF
FIRM _____

LICENSE NO. _____ TELEPHONE NO. _____

I hereby certify to the Department of Buildings of the Incorporated Village of Valley Stream that I have inspected the above locations; (I have prepared) (I have supervised the preparation of) the building plans as per State Education Laws; and I have determined to the best of my professional knowledge and belief that the structural elements are safe and that the foundations, walls, floors and beams, rafters, girders, headers, sheathing and insulation were constructed and/or installed in conformity, with the filed building plans, the 2020 Residential Code of New York State, and the generally approved construction practices.

I acknowledge that the Department of Buildings of the Incorporated Village of Valley Stream is relying on this affidavit to issue a Permit and Certificate of Compliance.

Signed _____

Date _____

Seal _____

NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION, AND/OR TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES

(In accordance with Title 19 NYCRR PART 1265)



To: Inc. Village of Valley Stream

Building Permit Application No. _____

Owner of Property: _____

Subject Property Address: _____

Section: _____ Block: _____ Lot: _____

Please take notice that the (Check all that apply):

- New Residential Building / Structure
- Addition to Existing Residential Building / Structure
- Alteration to Existing Residential Building / Structure

To be constructed at the subject property will utilize (Check all that apply):

- Truss Type Construction (TT)
- Pre-Engineered Wood Construction (PW)
- Timber Construction (TC)

Specific Location(s) & Description of Construction:

In the following location(s) (Check all that apply):

- Floor Framing, Including Girders and Beams (F)
- Roof Framing (R)
- Floor Framing and Roof Framing (FR)

Signature: _____

Date: _____

Print Name: _____

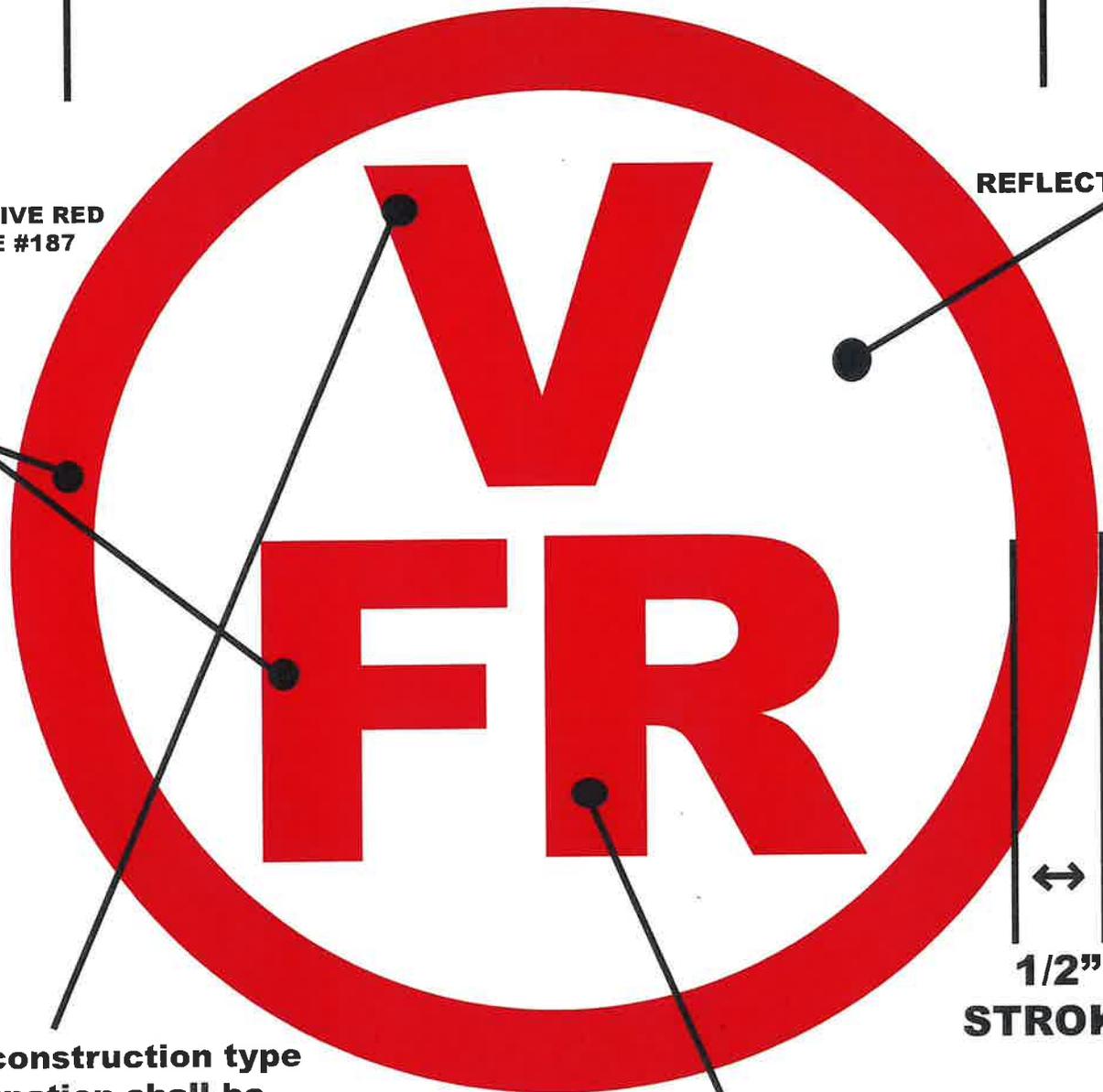
Capacity (Check One): Owner Owner's Authorized Representative

Note: Truss signs are available for purchase at Village Hall - \$10.00 per sign

← 6" DIAMETER →

REFLECTIVE RED
PANTONE #187

REFLECTIVE WHITE



1/2"
STROKE

The construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS

DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS TYPE CONSTRUCTION



"F"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING