

VILLAGE OF FLOWER HILL  
ONE BONNIE HEIGHTS ROAD  
MANHASSET, NY 11030  
(516) 627-5000  
FAX (516) 627-5470

**DIRECTIONS FOR SUBMISSION OF BUILDING PERMIT APPLICATION**

1. Complete application items one through 10.
2. Submit two (2) copies of **CURRENT SURVEY** (within 6 months, original, signed and sealed)
3. Submit two (2) sets of detailed **BUILDING PLANS** with architect's name, address and phone number, signed and sealed; and owner's information  
Plans must include:
  - a) zoning calculations
  - b) site plan
  - c) front yard calculations
  - d) landscape plan
  - e) tree survey
  - f) topography plan
  - g) drainage plan
  - h) site photos – all elevations

Detailed construction drawings should indicate the extent and dimensions of all proposed work separate from any existing construction to remain or be removed. Free hand and pencil drawings are not acceptable. Foundation survey required for new home construction.

- Trees to be removed on new home construction, pools and major renovation must be on a plot plan - location, girth & type of tree is to be indicated. **A separate permit is required for tree removal.**
  - **Demolition** - Separate application & permit
  - **Pool Construction** - Separate application & permit
  - **Dumpster** – Separate application & permit
  - **Driveways, Curb Cuts, Road Opening, Cesspools and Fences all require a separate application & permit**
  - **Erosion Control permit required**
4. Signed & notarized **Agreement to Comply with Village Code and Local Laws for Building Permits, Demolition Permits, and Miscellaneous Permits.** Include contact phone numbers.

5. Complete **Environmental Assessment Form.**
6. Complete **Nassau County Assessors Form**
7. Include copy of **Nassau County Department of Consumer Affairs license**  
(not required for new construction)
8. Include copy of reciprocal **Plumbing &/or Electrical license**
9. Submit **Letter of water availability** -Notice must be given to Water District of demolition, new construction and swimming pool construction.
10. **INSURANCE CERTIFICATES:**
  - A. **General Liability** naming the Village of Flower Hill as certificate holder
  - B. **Worker's Compensation - C 105**
  - C. **Disability Insurance – DB 120**
11. **Permit fees** payable to the Village of Flower Hill:
  - Major Residential Alteration - \$500 + 1% of cost (plus \$50,000 Bond for new home, \$25,000 Bond for new construction in excess of 500 sq. ft., \$5,000 for swimming pool)
  - Major Commercial Alteration - \$750 + 2% of cost (plus \$50,000 Bond for new building)
  - Minor Residential Alteration - \$250 + 1% of cost
  - Minor Commercial Alteration - \$500 + 2% of cost
  - Impact Fee for new construction - \$1,000.00 + \$2.50 per sq. ft.

**\*\*NOTE: CERTIFICATE OF OCCUPANCY APPLICATION REQUIRED UPON COMPLETION OF JOB.**

**When work is completed the following is required:**

- Certificate of Occupancy application
- Final Survey – new house construction & additions
- Electrical certificate if required

**Once the above is submitted a final inspection will be made**

**\*\*NOTE: THE VILLAGE ORDINANCE, CHAPTER 158 DOES NOT ALLOW CONSTRUCTION, DEMOLITION OR EXCAVATION EXCEPT BETWEEN THE HOURS OF 8:00 A.M. AND 6:00 P.M. (MONDAY-FRIDAY), 9:00 A.M TO 6:00 P.M. ON SATURDAYS AND NO CONSTRUCTION WORK IS TO BE DONE ON SUNDAYS.**