

WILL YOU BE NEEDING A BUILDING PERMIT?

If you are just replacing roof shingles, painting, replacing less than 50% of your windows or planning minor repairs you won't need a Building Permit.

However, if you are planning:

- Any construction including electrical, mechanical or plumbing work
- Re-siding, replacing more than 50% of your windows
- Increasing or decreasing the size of any windows or doors
- Any landscape work, driveway, walkway, patio or deck replacement
- Any fences or retaining walls
- Or any demolition work

You will be required to first obtain a Building Permit.

WILL YOU BE NEEDING A BUILDING PERMIT?

Non structural work costing less than \$10,000.00 may not require a Building Permit.

Replacing plumbing appliances does not require a Building Permit.

However; any structural work, any project costing more than \$10,000.00 or any project that requires the relocation or addition of plumbing appliances will require a building permit.

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Will I need a Building Permit to enclose my porch?

Yes. Most porches are not insulated and have little or no foundations.

New York State law requires that any habitable space be insulated, structurally sound and be constructed on a foundation that extends at least three feet below grade.

WHAT'S THE FIRST STEP IN OBTAINING A BUILDING PERMIT?

STEP ONE: Obtain a complete set of Building Permit application forms, either by downloading them from this website on forms tab at left or obtaining them or obtaining them in person at Village Hall.

STEP TWO: Obtain a current survey of your property that is not more than twelve months old. The survey must be prepared by a licensed Surveyor and it must include all lot lines, setback dimensions, topographical contour lines and identify all trees, sidewalks, driveways, fences, retaining walls and all structures.

STEP THREE: Familiarize yourself with the current Village of Great Neck Construction and Zoning Codes. You can purchase a copy of the handbook in Village Hall or download the information from the VGN website. Also you'll need to determine which building zone your property is situated in, if you don't know you can visit our office and refer to the zoning map posted in the waiting area.

Where can you find your Section, Block and Lot numbers?

By going to www.mynassauproperty.com you can find your house and lot description as well as aerial photos and other lot lines on your block.

The screenshot shows the Nassau County Department of Assessment website. It includes a header with the department name and address (348 Old Country Road, Mineola, NY 11501). Below the header, there are navigation tabs for 'Assessment', 'Assessment Services', 'Assessment Appeals', 'Assessment Information', and 'Assessment Tools'. The main content area displays property information for '18 Balthasar, Great Neck, NY 11545'. It includes a 'Map' section with an aerial photo and a 'View The Map' link. Below the map, there are several tables and sections:

- Values Used for:** A table with three columns: 'County / Town 100 and 101', 'County / Town 106 and 107', and 'County / Town 107 and 108'. The 'Total' row shows values of \$12,428, \$21,428, and \$71,100.
- % of Appraised Value **:** A table with three columns: '1%', '3.1%', and '8.25%'. The 'Total' row shows values of 190, 605, and 1819.
- Assessed Value **:** A table with three columns: '1%', '3.1%', and '8.25%'. The 'Total' row shows values of 428, 267, and 178.

Footnote: ** The Board of Assessors has chosen to establish the assessed value as a percentage of appraised value. This percentage may vary by tax year.

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WILL YOU NEED TO HIRE AN ARCHITECT OR ENGINEER?

For most construction projects you'll need to hire a NYS Licensed Architect or Engineer, especially for planning an addition or a renovation.

If your not sure contact the Great Neck Village Building Department at bldgdept@greatneckvillage.org or call us at 516-482-0187 m - f 8:30-4:30pm.



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When do I need a Village Board approval?

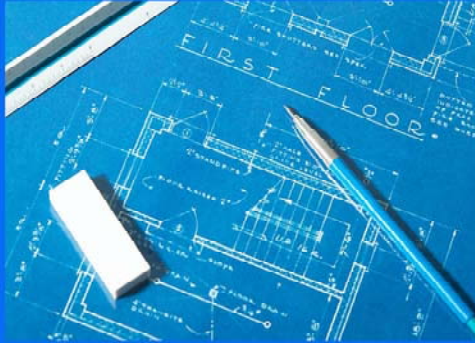


If you are planning to build a new house or if your project will have an impact on traffic or storm drainage you'll need to apply for a public hearing with the Planning Board for approval.

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When do I need a Village Board approval?



If your project will alter the exterior of your house you'll need the approval of the [Architectural Review Committee](#).

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How do I apply for a Board hearing?



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Can the homeowner apply for a Building Permit?

Yes, the homeowner, architect or general contractor can apply for a building permit.

The application fee is \$150.00. Afterwards the balance due will depend on the estimated cost of construction.



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How soon will you receive a Building Permit?

Applications and Plans are generally reviewed within ten days after filing.

If the plans are approved a Building Permit can be issued within four days.

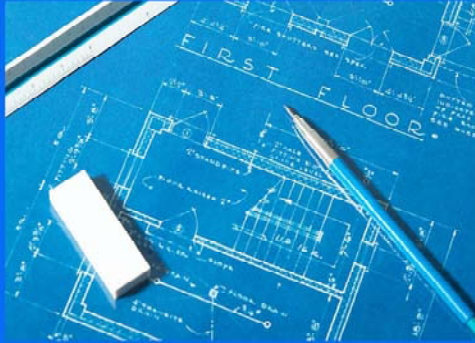
However if the plans are incomplete or do not comply with zoning or building code, the applicant who filed the plans will be notified and asked to pick up a “plan review”. This includes a typewritten set of comments and one set of redlined plans.

***Avoid delays;
Construction Plans
must be clear and
complete.***

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When do I need a Village Board approval?



If your project requires a zoning variance or if your design does not comply with an ordinance such as the maximum width of horizontal walls, you'll need to file for a public hearing with the Board of Zoning and Appeals.

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Our Building Department staff will help you.

You will need to notify your neighbors in writing:

The Planning Board requires ***USPS certified return receipt mailing*** notification to all neighbors within 200 feet of your property.

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Our Building Department staff will help you.

You will need to notify your neighbors in writing:

The Architectural Review Committee requires notification to neighbors within 200 feet of your property as well as the neighbors on both sides of your street, 600 feet in both directions. For corner lots all neighbors require notification on both streets, 600 feet in all four directions.

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Our Building Department staff will help you.

The sequence of Board hearings are as follows:

Step 1: Board of Zoning and Appeals, if required.

Step 2: The Planning Board, if required.

Step 3: The Architectural Review Committee, if required.

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You can avoid a Board hearing if:

Your plans do not require a variance.

Avoid walls that exceed 20 feet in length or height without a 2 foot break.

Avoid monumental entrances.

Avoid retaining walls higher than 4 feet.

Avoid additions into a front, side or rear yard setback dimension.

You can avoid a Board hearing if:

Your plans do not require a variance.

Make sure your plans won't exceed the maximum allowable floor area and building area.

Make sure your plans won't exceed maximum allowable height restrictions.

Make sure your structure won't encroach into a required front, side or rear yard setback.

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You can avoid a Board hearing if:

Your plans do not require a variance.

Make sure you can demonstrate that your property can retain 5 inches of rainfall in the front and 8 inches of rainfall in the rear.

Make sure that you have at least 10% of all exterior walls composed of windows.

You can avoid a Board hearing if:

Your plans will not alter 20% of any existing exterior facade, or if your plans will not alter an area up to 10% of all existing exterior walls.

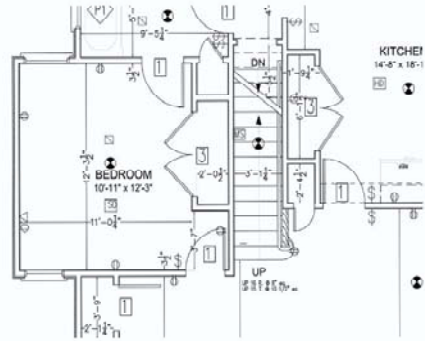
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Helpful hints to avoid delays:

Carefully read all the provisions of the Village of Great Neck Building and Zoning Code.

Avoid exterior walls that are wider than 20 feet without a 2 foot break. House designs composed of small masses can achieve this objective.



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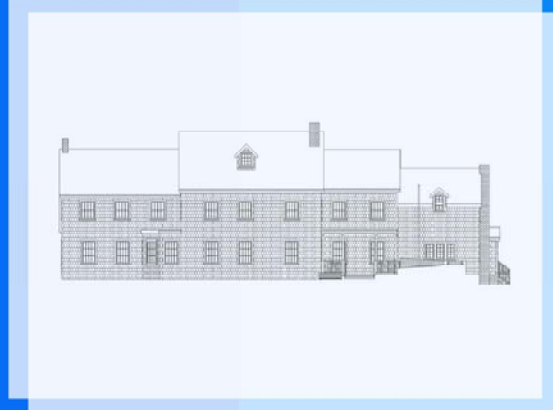
Design your project to blend in with the neighborhood.

Be aware of new height limitations.

Avoid large imposing entries.

Use traditional exterior materials and finishes.

Make every effort to preserve existing trees.



It is illegal to cut down or damage a 6" or greater caliper tree in the Village of Great Neck without a Building Department permit.

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Avoid changes during construction.

Changes during construction that were not previously approved by the Board of Zoning and Appeals, Planning Board, Architectural Review Committee or the Building Department will delay the completion of your project and require you to re-apply for hearings, plan reviews and permit approval.



The best way to avoid changes is by careful planning.
Don't rush the design phase.

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Avoid changes during construction.

Changes during construction can result in fines and court summons.

In some cases the homeowner may be required to demolish a change in a constructed design if the change cannot be approved by a Village Board or by the Building Department.



The best way to avoid changes is by careful planning.
Don't rush the design phase.

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BUILDING DEPARTMENT

Tel. 516-482-0187

**Remember, if your
not sure... call us,
send an email or
visit us.**

***The Building
Dept is located
at:
Village Hall
61 Baker Hill Rd
Great Neck NY
11023***

bldgdept@greatneckvillage.org

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