



**INCORPORATED VILLAGE OF BELLEROSE**

50 SUPERIOR ROAD  
BELLEROSE VILLAGE, NEW YORK 11001-4128  
TELEPHONE: (516) 354-1000  
FAX: (516) 354-1033

Date: \_\_\_\_\_, 20\_\_

**APPLICATION FOR PERMIT**

[Four copies of application form and four copies of all paper attachments are to be filed for Building Department review. Should application need approval of the Board of Architectural Review, applicant shall be required to file six additional copies of all forms and paper attachments as approved by the Building Department.] Also, please see reverse side of this form.

Note: The Worker's Compensation Law requires that a Certificate of Worker's Compensation Insurance, Certificate of Insurance, and Certificate of Disability Insurance be filed with this application.

Fees As Per Attached Scheduled: Amount Received: \$ \_\_\_\_\_ Refundable [ ] Non-Refundable [ ]

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Applicant _____	Address _____
Job Location _____	Bellerose Village, New York 11001
Use or Occupancy _____	Telephone: (516) _____
Occupant _____	

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**Description of the work proposed is as follows:**

- [ ] Construction: \_\_\_\_\_
- [ ] Alteration: \_\_\_\_\_
- [ ] Addition: \_\_\_\_\_
- [ ] Repair: \_\_\_\_\_
- [ ] Demolition: \_\_\_\_\_
- [ ] Sign Installation: \_\_\_\_\_

Separate permit fee of \$50.00, and a deposit (see below) are required for (a) temporary obstruction of street or sidewalk; or (b) excavation of street or sidewalk.

- [ ] \$500.00 deposit
- [ ] \$1,000.00 deposit

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Estimated Cost of Project: \$ \_\_\_\_\_ Notes: Any alterations that modify a floor plan in any manner must have a set of plans submitted. If the cost of the construction is greater than \$10,000, or if the supporting structure is modified in any way, plans shall be submitted with the seal of the architect or professional engineer.

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**INCORPORATED VILLAGE OF BELLEROSE**

**APPLICATION FOR PERMIT (Continued)**

Seven (7) copies of the following are required, where applicable:

**A) Architect's Plan or Line Drawing, showing:**

- All elevations of new structures or signs and all affected elevations;
  - Details as to measurements, elements of design, color, exterior materials;
  - Roof structures;
  - All plumbing and electrical changes and additions;
  - Exposed mechanical equipment;
  - Service and storage areas;
  - Retaining walls;
  - Parking area;
  - Service and loading areas;
  - Description of construction details;
  - Sample of materials;
  - Landscaping;
  - Signs;
  - Light posts;
  - Fences;
  - Method of installation (signs);
  - Description of materials used; and
  - Catalog cut of windows.
- Photos of premises

**B) Plot Plan showing location and size of all proposed new construction and alterations and all existing structures on the site, distance from lot lines, and relationship of structures on adjoining properties.**

**Authorization of Owner (if other than applicant)**

I, \_\_\_\_\_, owner of the premises at \_\_\_\_\_ Bellerose Village, NY 11001, HEREBY AUTHORIZE \_\_\_\_\_ having a place of business at \_\_\_\_\_ to obtain a building permit and any other related permits for the work described in this application, and to permit the Building Inspector, any Deputy Building Inspector, and any officer or employee of the Building Department to enter upon the premises without a search warrant in the discharge of their duties.

Dated: \_\_\_\_\_ Signature \_\_\_\_\_

Owner's Address \_\_\_\_\_

Bellerose Village, NY 11001

Telephone: ( ) \_\_\_\_\_

If a corporation, titles and addresses of officers and owner's authorized agent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, applicant for work described herein, consent to permit the Building Inspector, any Deputy Building Inspector and any officer or employees of the Building Department to enter upon the premises without a search warrant, upon the showing of proper credentials, in the discharge of their duties during reasonable working hours.

Signed: \_\_\_\_\_



**INCORPORATED VILLAGE OF BELLEROSE**

**APPLICATION FOR PERMIT (Continued)**

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**THIS FORM IS FOR USE BY  
BUILDING DEPARTMENT  
AND  
BOARD OF ARCHITECTURAL REVIEW**

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Submitted to Building Department on \_\_\_\_\_, 20\_\_

Action taken: Approved \_\_\_\_\_

Denied \_\_\_\_\_

To B.A.R. \_\_\_\_\_

Reason \_\_\_\_\_  
\_\_\_\_\_

Permit \_\_\_\_\_

Issued \_\_\_\_\_

Required:  N.Y. Fire Underwriters Cert.  
 Certificate of Occupancy  
 Certificate of Completion

Dated: \_\_\_\_\_, 20\_\_

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Submitted to Board of Architectural Review \_\_\_\_\_, 20\_\_

Action taken: Approved \_\_\_\_\_

Denied \_\_\_\_\_

Reason \_\_\_\_\_  
\_\_\_\_\_

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In consideration of the granting of the permit requested, the applicant agrees to comply with all the rules and regulations of the Building Code of the Village of Bellerose, the New York State Building Construction and Energy Conservation Code, and with every other provision of the laws of the Village of Bellerose and with every other provision of law relating to the approved work in effect at this date.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_

**NOTE: THE LENGTH OF VALIDITY OF THIS PERMIT IS THREE (3) MONTHS FROM THE DATE OF ISSUE.**

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## INCORPORATED VILLAGE OF BELLEROSE

### Fee Schedule Re Building Permits

Issuance Of Any Permit.....	\$ 30.00
Certificate Of Completion Under Permit.....	\$ 80.00
Certificate Of Occupancy:	
Residential.....	\$ 100.00
Non-Residential.....	\$ 300.00
Permit For Construction Of Building:	
Valuation Less Than \$500.00.....	\$ 50.00
Total Valuation Of \$500.00.....	\$ 75.00
For Each Additional \$1,000.00 Of Valuation.....	\$ 10.00
Requested Inspections By Official .....	\$ 60.00/Hour
Plan Review (No Permit).....	\$ 60.00/Hour
Plan Review (Due To Revisions).....	\$ 60.00/Hour
Demolition Permit For Residence.....	\$ <i>Cost of Project Estimate 1% (to replace)</i>
Inspection .....	\$ 60.00/Hour
Plus Construction Permit/Alteration Permit.....	\$ 100.00 + \$20.00
Official Inspection.....	\$ 60.00/Hour
Demolition Permit For Business.....	\$ <i>Cost of Project Estimate (to replace) 1%</i>
Official Inspection.....	\$ 60.00/Hour
Temporary Certificate of Occupancy .....	\$ 60.00
Inspection Fee .....	\$ 60.00/Hour
Second And Any Subsequent Certificate of Occupancy .....	\$ 150.00
Inspection Fee .....	\$ 60.00/Hour
Renewal Of Construction/Alteration Or Demolition Permit After Expiration .....	\$ 50.00 Or 20% (Whichever is Greater)
Street Opening .....	\$ 100.00
Deposit .....	\$1,000.00
Signs .....	\$ 50.00
Dumpster Deposit.....	\$ 500.00

Revised APRIL 2007

INCORPORATED VILLAGE OF BELLEROSE BUILDING DEPARTMENT

INSPECTION REQUIREMENTS

(This form must be submitted with the Building Permit Application)

The following required inspections are to be performed by the Building Dept.:

Property Address: \_\_\_\_\_

Work performed under Permit #: \_\_\_\_\_

- Excavation inspections
- Footing formwork inspection
- Concrete pour
- Sill plate inspection
- Wind bracing inspection (Note: straps, corners, holddowns, clips & ties shall be exposed).
- Framing inspection
- Plumbing roughing inspection
- Electrical rough inspection
- Insulation Inspection
- Final inspections: construction, plumbing and electric

The rough electrical inspection and final electrical inspection are to be performed by the inspection agency filed with.

It is the responsibility of the contractor to coordinate all inspections with the Building Department. At the time of inspections, a representative of the contractor must be present on site.

New York Board of Fire Underwriters is the only approved agency in Bellerose Village.

Be advised that I have read the above requirements and will call for the required inspections.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Dated: \_\_\_\_\_

**Bellerose Village  
Highway & Maintenance  
Departments**

- 2006

**Specifications for Street Repair - Spring 1994**

**Unless instructed otherwise, the vendor will:**

- **saw cut all pothole repairs to a depth of 2" or to the substrate, whichever is less**
- **saw cuts must have vertical edges and rectangular 90 degree angles**
- **two sides of the rectangular cut must be parallel to the curbs**
- **no rectangular cut will have a side less than 18" (minimum cut is 18" X 18")**
- **cut will be properly cleaned before filling**
- **hot mixed asphalt (hma) Nassau County spec will be used to fill repair**
- **hma will be compression rolled/compacted**
- **finished repair will be liquid sealed around the edges and be flush with the street level**