

Incorporated Village of Bellerose

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www.bellerosevillage.org

Building Permits: Frequently Asked Questions

When do I need to obtain a building permit?

A building permit is required for **all** additions, new construction or changes to the exterior of a property and for structural, electrical and plumbing changes to the interior of a home or business. Contact the Building Department **BEFORE** you make any changes to determine which building permit applications must be filed. If the required permits are not obtained you are subject to stop work orders, summonses and additional fines/fees.

For Plumbing work, submit a Plumbing Permit application. For roof replacements or repairs, use a Roofing Permit Application. A Sign Permit application is used for most signs in the business district. For all other work complete a Building Permit application.

What is the process for obtaining a building, plumbing, roofing, or sign permit?

1. Obtain the relevant permit application from the Bellerose Village website - bellerosevillage.org – or from Village Hall.
2. Submit the application to the Building Department at Bellerose Village Hall including:
 - a. \$50. deposit toward the Permit fee
 - b. Fully completed Permit Application form
 - c. Notarized Owner's Authorization
 - d. Description of the work and costs
 - e. Contractor's information
 - f. All required insurances and licenses from contractors, or, if work is being done by the homeowner, a Homeowner's Certification form available from the Building Inspector.

See specific applications for further details

3. The Building Inspector then determines if an application requires approval of the Architectural Review Committee (ARC) for exterior changes and/or the Board of Zoning Appeals (BZA). A \$50. ARC Application Fee is required (non-refundable). (See Bellerose Village Code Chapter 6 for the ARC and Chapter 210 for the BZA.)
4. For buildings, roofs, fences and signs that require Architectural Review Committee approval; include with the application:
 - a. color photos of existing conditions
 - b. the proposed plans including drawings, architectural plans, plot plans, as applicable
 - c. pictures / samples of colors and materials
 - d. photos of adjoining properties

The ARC meets once per month, on the second Wednesday, to review applications. Complete applications must be submitted to Village Hall one week prior. Applicants will be notified and must attend.

5. Once an application is approved, you will be notified of the fees. Pay the required fees and the Building Inspector will issue the permit. Note: It typically takes approximately 2 weeks after approval is obtained and fees submitted for the permit to be issued.

Contact Village Hall prior to any construction project to discuss the permit process. 516 354-1000.

What is the role of the Architectural Review Committee (ARC)?

The ARC was established to help preserve the character and aesthetic values that are the hallmark and foundation of Bellerose Village. The role of the ARC is to make objective determinations of the aesthetic suitability of projects listed in permit applications submitted for review by the Building Department in order to promote the public health, safety and welfare; to conserve the value of buildings; to encourage the most appropriate use of land; and to improve the physical and visual appearance of the Village of Bellerose.

When do I have to obtain approval from the Architectural Review Committee?

The ARC approves all changes to the exterior of a home or business - both new and replacement, including by not limited to:

- Painting - any new painting whether same color or change in color of house, trim, garage
- Windows - changes, replacements
- Siding
- Roofing - changes in color or style
- Additions/ Extensions
- Doors, including garage doors
- Shutters
- Driveways
- Walkways (front, side and rear)
- Patios (front, side and rear)
- Stoops (front, side and rear)
- Garage
- Central Air Conditioning
- Fencing
- Signs - outside the scope of pre-approved styles

What if I am doing the work myself?

You still must file for a building permit and obtain ARC approval as needed. In place of the Contractor supplied insurances, you must submit a notarized Homeowner's Certification form (only available from the Building Inspector in Village Hall) and include the first page of your homeowner's insurance policy.

Where should I display my permit?

Place your permit in the front window of your home or business, visible to the street.

When do permits expire?

The permits are valid for one year from the date of issuance. Permits must then be renewed or they are considered violations in your building file and are subject to a summons.

When the work is completed, what do I need to do?

The documentation and inspections required to close a permit, if any, will be provided with your building permit. The requirements are specific to the type of permit(s) issued. If permits are not closed, a violation will be placed in your building file.

Where can I find more information on Village of Bellerose building rules and regulations?

Building regulations can be found in The Code of the Incorporated Village of Bellerose, Chapter 68. It is available online through a link on bellerosevillage.org or can be viewed at Village Hall. Call Village Hall at 516 354-1000 with any questions.