

Incorporated Village of Bellerose

50 Superior Road, Bellerose Village, NY 11001

Phone: 516-354-1000 Fax: 516-354-1033

www.bellerosevillage.org

BUILDING PERMITS - GENERAL INFORMATION

Building Permits are required for all exterior work and for any structural, relocation or replacement changes to the interior of a building. Contact the Building Department BEFORE starting any work.

1. All new work, alterations and replacements must be in compliance with the Building Code of the Village of Bellerose (Chapter 68) and the New York State Uniform Fire Prevention and Building Code.
2. All applications are subject to Building Department approval. Fees are non-refundable and must be paid before a permit can be issued. Building Permits are issued as soon as practicable after receipt of all documents and approval of the application.
3. Before a permit application can be accepted, all required documents must be received, including:
 - a) Fully completed Application form. If an item is "not applicable", note as N/A
 - b) \$50. Deposit toward the permit fee
 - c) Notarized Owner's Authorization
 - d) Detailed description of the work and costs
 - e) Contractor's information
 - f) For work being performed by a contractor: the contractor must provide:
 1. Copy of the contractor's Nassau County license.
 2. Proof of Commercial General Liability Insurance using the exact language contained on the attached Insurance Requirements form and for the amounts listed on the attached Insurance Requirements document.
 3. Proof of Workers' Compensation and NYS Disability Insurance listing the Village of Bellerose as Certificate Holder
 4. Proof of Disability Insurance (DB-120) listing the Village of Bellerose as Certificate Holder
 - g) For work being performed by a homeowner:
 1. A completed notarized Homeowner's Certification available from the Building Inspector
 2. The front page of homeowner's insurance policy
4. Once the permit has been approved, you will be notified of the fees due. All fees must be paid before a permit is issued.
5. Permits are valid for one (1) year from date of issue and must be renewed by the Building Department if work is not completed in order to avoid a summons.
6. Permit must be placed in front window facing the street.
7. Most exterior changes also require approval of the Architectural Review Committee (ARC). For exterior changes or additions that require ARC approval, as determined by the Building Inspector, the application must also include:
 - a) color photos of existing conditions
 - b) color photos of adjoining properties
 - c) the proposed plans including drawings, architectural plans, plot plans, as applicable
 - d) pictures / samples of colors and materialsThe ARC meets the second Wednesday of each month. Applications must be submitted one week prior.
8. For roof replacements and repairs use a Roofing Permit application, available on the website and Village Hall. Sign Permits are required for business district signs and may be subject to ARC approval. Contact Village Hall for a Sign Permit application.

Upon issuance of the permit it is the responsibility of the permit holder to request inspections. Contact the Village of Bellerose Building Department to schedule an inspection appointment. 516 354-1000.