

## ***Incorporated Village of Bellerose***

50 Superior Road, Bellerose Village, NY 11001

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www.bellerosevillage.org

### **ROOFING / RE-ROOFING PERMIT – GENERAL INFORMATION**

**A Roofing / Re-Roofing Permit is required for all changes or repairs to residential or commercial roofs. Contact the Building Department BEFORE starting any work. Roofing without a Permit incurs an additional \$150 LATE FILING FEE.**

1. The Municipal Code of the Incorporated Village of Bellerose requires that all roofing and re-roofing projects, both commercial and residential, be done in accordance with the specifications outlined in the NYS 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. Roofing permits are issued as soon as possible after receipt of all documents.
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) 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. Contractor Self-Certification Form notarized
    3. Proof of Commercial General Liability Insurance using the exact language contained on the attached Insurance Requirements form and the amounts listed on the attached Insurance Requirements document.
    4. Proof of Workers' Compensation Insurance listing the Village of Bellerose as Certificate Holder
    5. 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 Homeowner's Certification available from the Building Inspector
    2. the front page of homeowner's insurance policy
4. Most changes to roofing type or color also require approval of the Architectural Review Committee (ARC). For exterior changes or additions that require ARC, 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 materials
5. The ARC meets the second Wednesday of each month. Applications must be submitted one week prior.
6. 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.
7. Permit must be placed in front window facing the street.
8. THE BUILDING DEPARTMENT MUST BE NOTIFIED UPON COMPLETION OF WORK.