



**CITY OF GLEN COVE**  
**Building Department**

**BUILDING PERMIT REQUIREMENTS CHECKLIST**

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All work conducted pursuant to a building permit might have to be visually inspected by the Building Department prior to issuance and all work must conform to the latest International Code, the latest New York State Building Code, the latest Code and Ordinances of the City of Glen Cove, and all other applicable codes, rules or regulations.

**Complete City of Glen Cove Building Permit Application**

Complete **City of Glen Cove Commercial Data Sheet** (*under separate cover*)(*commercial only*)

Complete **City of Glen Cove Residential Zoning Data Sheet** (*residential only*)

(2) Sets of construction drawings outlining all work being performed. Drawings to be Wet Signed and Sealed by a licensed Architect / Professional Engineer.

(1) disk or drive in PDF format containing the outlined proposed construction.

Current Survey of the Property – Survey must accurately reflect current conditions of the property. If not, a current survey **MUST** be submitted along with application being submitted.

Contractors current Nassau County Home Improvement License for the proposed work

Contractors current Workman's Compensation Insurance + Liability Insurance

Nassau County Assessors Sheet on Property (*under separate cover*)

If in Flood Zone – Flood Zone regulations are Required.

Estimated cost of all proposed work outlined on the submitted drawings for review. (*part of Building Permit Application*)

A blank check made payable to the City of Glen Cove for any and all fees required for the permit

Plumbing Application (*if applicable*) must be submitted with the general construction application and may only be complete only by a City of Glen Cove Licensed Plumber

New construction & additions must comply with the IECC and the NYS Energy Code.

Any OPEN permits must be closed prior to consideration of new or proposed work being submitted.

All excavations must have a 6 foot chain link fence installed at the start of construction around work area.

Prior to excavation, the contractor must call 811 or 1-800-272-4480 for a utility mark out.

**UPON COMPLETION & BEFORE THE CERTIFICATE OF OCCUPANCY IS ISSUED, THE FOLLOWING IS REQUIRED**

- New or updated SURVEY showing any and all new construction and/or additions on property.
- Electrical Inspection with Underwriters Certificate (or equal) for all new electrical work
- All required inspections including, rough and final, complete and signed off by appropriate departments and agencies. Sewer and Recreation Fees paid in full (*if applicable*)
- ALL outstanding balances to be paid in full prior to release of Certificate of Occupancy or Completion.

Any changes made AFTER permit has been issued must be submitted with an amendment form and approved by the Director of The Building Department PRIOR to commencing work. Any work NOT on approved building permit will NOT be inspected and work may be stopped if Building Inspector considers additions to be hazardous to project.

1. It is the owner or contractor's responsibility to contact the Building Department at least 48 hours before the contractor wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal" work which will eventually be covered from visual inspection. DO NOT PROCEED TO NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. Otherwise, work may have to be removed at the Owners expense to conduct the internal inspection. Close coordination with the Building Department will greatly reduce this possibility.
2. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
3. Work undertaken pursuant to this permit is conditioned upon and subject to any State and Federal regulations relating to asbestos material and its subsequent removal.
4. A Building Permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification or a material fact in connection with the application for the permit.
5. A Building Permit shall be deemed to be in effect for a period not to exceed 2 years from date of issuance BUT the permit (construction) must be started within 1 year of issuance. If the permit is not activated within 1 year of issuance, the permit is deemed VOID and the owner MUST reapply for a Permit and pay an additional fee.
6. 2 sets of plans (including site plan and landscape improvements) All plans and specifications shall be in accordance with the State Education Law sections 7307 and 7209. This law requires the seal and signature of a licensed Architect or professional Engineer be affixed to all plans submitted except residential buildings under 1500 sf of living area or to alterations costing under twenty thousand dollars.
7. New York State Department of Health requires all permit applications for individual sanitary disposal systems be accompanied by a design prepared by a licensed professional.

**Masonry:** All masonry chimneys, fireplaces, wood, gas, coal or pellet stove installations to be shown in detail and shall conform to all requirements of the current NYS Uniform Fire Prevention & Building Code and NFPA 211. Appliances to be UL listed

**Framing:** All framing sizes, floor sheathing, window lintels, studs, plates, ceiling timbers, rafters, trusses, roof sheathing and roof material to be shown. All structural lumber to meet code and specified on plan. All plywood to be stamped with approval. All trusses to be certified by supplier and conform to the latest ICC code. All fire stopping and location of and material to be shown.

**Insulation:** All insulation to be shown in conformance with the NYS ECC

**Interior:** All door details and sizes, window details and sizes, second means of egress components, riser heights, tread depth and sizes, information on height of handrails and guards to be shown.

**Plumbing:** Number of fixtures, size of drains, location and size of vent pipes, type of material being used for water supply, house trap information and riser diagram to be submitted

**Electric:** Place on separate sheet location of all electrical outlets, etc... All electric must be performed by a LICENSED Electrician and must be inspected both at rough and final stages. A UL Certificate must be submitted for the work prior to a Certificate of Occupancy being issued.

**Heating:** Type of heat, location of ducts, baseboard radiators, electric baseboard, furnace, type of fuel, location of supply, type of chimney (if used). All equipment must be UL listed.

**Garages:** All garages attached to the main house to have minimum 5/8" fire rated sheetrock on walls and ceilings plus 1-hour fire rated door with self-closing mechanism between garage and house.

**Drywells:** are to be calculated using a 5" rainfall and location(s) to be provided on proposed site plan.

Signature of applicant/ professional: \_\_\_\_\_

Date: \_\_\_\_\_