



CITY OF GLEN COVE

Building Department

APPLICATION TO MAINTAIN (LEGALIZE)

CERTIFICATE OF EXISTING USE - CEU

Residential only

All applicants legalizing (maintaining) a dwelling must file for a Certificate of Existing Use. An inspection of the premises must be arranged prior to issuance of CEU.

REQUIREMENTS

1. **CEU application** – completed, signed and notarized
 - If applicable, the owner's endorsement on the back of the permit application must be signed and notarized.
 - If there is a new property owner within the past six months, a copy of the new deed of certificate of title is required for verification.
2. **Plumbing Inspection** – A visual inspection of the existing plumbing is required.
3. **Surveys** – (2) originals – signed and sealed by a professional surveyor dated *within the last 12 months.*

The survey of the property must include the following:

- All existing structures, i.e. dwelling, garages, decks, sheds, pools, fences, etc...square footage of property
 - The sizes of the structures and all setbacks to front, rear and side property lines
4. **Floor Plans** – (2) sets drawn to ¼" = 1'-0" scale
 - Plans do not need to be prepared by a licensed architect or engineer. Any alterations / additions made to the structure which never received a permit will require the filing of a building permit application to maintain those changes and will require plans and certification by a licensed professional. In the event that a separate "maintain" building permit application is required for work done without a permit, it should be submitted with the CEU Application to expedite the process.
 - Include any basement / cellar and any walk-up attic space, even if unfinished. All spaces must be labeled with its use.
 5. **Electrical Underwriters Certificate of Approval** issued by a licensed electrical inspection agency, dated *within two months* of the date of the application – Visual Survey of existing electrical work.
 6. **5/8" Type X Sheetrock** installed above all fuel burning equipment – a 24" border to be maintained around equipment
 7. **SMOKE DETECTORS / CARBON MONOXIDE DETECTORS** installed and located as per the latest NYS Code
 - Smoke Detector Locations – in ALL bedrooms and additionally - (1) outside bedroom in hallway within 15 feet
 - Carbon Monoxide Detector Locations – to be located in hallway outside bedrooms within 15 feet

MUST BE INSTALLED PRIOR TO INSPECTION OF PREMISES

FEES

- Application Fee **\$250** for a residential dwelling (non-refundable)

ADDITIONAL REQUIREMENTS

- An engineer's Certificate may be required for some structural elements. The Glen Cove Building Department Director will make the determination after the dwelling has been inspected.
- Zoning Board of Appeals approval may be required for work completed without the benefit of a Building Permit and that does not conform to the District Zoning Code. This will be determined once the plans and survey have been reviewed.

Applicant Signature of Understanding: _____

Date: _____

CITY OF GLEN COVE BUILDING DEPARTMENT APPLICATION FOR CERTIFICATE OF EXISTING USE

1. Property Information:

Street Address: _____

Section _____ Block _____ Lot _____ Zone _____

Occupied as: _____

2. Property Owner:

Name: _____ Phone Number: _____

Street Address: _____ Email: _____

Owner's Affirmation:

I _____
(OWNERS NAME)
hereby apply to the City of Glen Cove Building Department for a Certificate of Existing Use. I certify that, to the best of my knowledge, I have provided supporting evidence with this application pertaining to the subject property. Should it be determined by the Director of the Building Department that the existing use does not conform with the provisions of the City of Glen Cove's Codes and Ordinances applicable at the time of this filing, I shall comply with the provisions of Chapter 111 and Chapter 280 and all other provisions of the City of Glen Cove's Codes and Ordinances. Should it be determined by the Director of the Building Department that the existing configuration is not supported by the evidence provided with this application as having been constructed prior to 1953, I shall prepare applications to maintain the structure(s) on the property as they exist in their current configuration.

State of New York County of Nassau

_____, deposes and states that they reside at

OWNER PRINT NAME

MAILING ADDRESS OF OWNER

That the person above is the owner in fee of all certain lots, parcels of land shown on the attached survey located above, situated, lying and being within the City of Glen Cove; that I / We have read and understand the Owner's Affirmation as herein stated; And that he / she hereby names

_____ as the owner's representative to file this
(PRINT NAMES) application on their behalf.

Signature of Owner: _____

Sworn to me this _____ day of _____, 20 _____

Signature of Notary Public: _____

APPROVED

DENIED

Director of Buildings: _____