



**Town of North Hempstead**  
**Department of Building Safety Inspection and Enforcement**  
210 Plandome Road, Manhasset, NY 11030-2327  
Tel. (516) 869-7660 Fax. (516) 869-7662  
[WWW.NORTHHEMPSTEAD.COM](http://WWW.NORTHHEMPSTEAD.COM)

**REQUIREMENTS FOR CERTIFICATE OF EXISTING USE**

(Pursuant to Chapter 70, §70-223 of the Town Code)

The following items must be submitted with your application for a Certificate of Existing Use:

1. Completed application form in duplicate. All signatures and notary seals must be original on both forms.
2. Original Certificate of Electrical Inspection issued by an electrical inspection agency licensed by the Town of North Hempstead, dated within one year of the date of the application.
3. Two copies of a current survey of property showing spot elevations, all structures and their setbacks, all pavement and other site features including retaining walls and air conditioning units.
4. Two complete sets of floor plans of each level of each structure(s) for which a Certificate of Existing Use is being sought. Include any basement/cellar and any walk-up attic space, even if unfinished. All spaces must be labeled with its use. All plans must be drawn to a scale of  $\frac{1}{4}$ " = 1' in a professional manner with dimensions shown on the plans.

Note: Plans for a Certificate of Existing Use do not need to be prepared by a licensed professional. Any alterations/additions made to the structure subsequent to 1938 which never received a permit will require the filing of an application to maintain those changes and will require plans and certification by a licensed professional. In the event that a separate "maintain" application is required for work done without a permit, it should be submitted with the C/EU Application to expedite the entire process.

5. Photographs showing all portions of all exterior elevations of the structure(s). In lieu of photographs you may submit dimensioned elevations drawn to scale.
6. Supporting documentation that the structure(s) or use were in existence prior to 1938. This may include a copy of the Nassau County Tax Assessor's card, tax bills, insurance policies, supporting affidavits, etc.
7. Non-refundable permit fee as follows:

one or two family dwelling	- \$200
all other premises	- \$750

Upon review and acceptance of your application an inspection of the interior and exterior of the premises must be arranged prior to issuance of the CEU.

Please note that if the use is not permitted under the provisions of the current Code of the Town of North Hempstead, the provisions of Chapter 70, §70-223.E will be enforced. If it is determined that the structure has been altered subsequent to 1938, you will be required to provide evidence that the additional work received a Certificate of Completion before the Building Commissioner can consider whether a Certificate of Existing Use is applicable.

The Town of North Hempstead Zoning Code can be found at [www.northhempstead.com](http://www.northhempstead.com). Click the "Town Code" button. Search "chapter 70" or search within Chapter 70 (the zoning code) to locate specific sections.



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The following three agencies are approved to perform electrical inspections  
in the unincorporated areas of the Town of North Hempstead:

**1. New York Board of Fire Underwriters**

40 Fulton Street, 6<sup>th</sup> Floor  
New York, NY 10038

Phone #: 212-227-3700 or 800-227-2761  
Fax #: 212-385-3740 or 212-227-3716  
Website: [www.nybfu.org](http://www.nybfu.org)

Note: Dial the number. You will get a recording, press "0" to speak with the operator who will connect you with correct representative.

**2. Electrical Inspectors, Inc.**

308 East Meadow Avenue  
East Meadow, NY 11554

Phone #: 516-794-0400 or 800-794-1468  
Fax #: 516-794-5854  
Website: [www.electricalinspectors.com](http://www.electricalinspectors.com)

**3. Electrical Inspection Service, Inc.**

375 Dunton Avenue  
East Patchogue, NY 11772

Phone #: 631-286-6642 or 516-466-6486  
Fax #: 631-286-6683  
Website: [www.eislongisland.com](http://www.eislongisland.com)



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Application Number: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
Certificate Number: \_\_\_\_\_

**APPLICATION FOR CERTIFICATE OF EXISTING USE**

(Issued pursuant to §70-223 of the Code of the Town of North Hempstead.)

**Location of Permit Activity:**

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_

Address: \_\_\_\_\_

N S E W (circle one) side of \_\_\_\_\_ feet N S E W (circle one) of \_\_\_\_\_

Name of street

# of feet

Name of nearest intersection

**Name and Address of Owner:**

\_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell: \_\_\_\_\_

e-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Name and Address of Applicant:**

\_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell: \_\_\_\_\_

e-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Owner's Affirmation**

I, \_\_\_\_\_, hereby apply to the Department of Building Safety

Owner's name

Inspection and Enforcement of the Town of North Hempstead for a Certificate of Existing Use. I certify that, to the best of my knowledge, the subject building was constructed prior to 1938, and I have provided supporting evidence with this application. Should it be determined by the Commissioner of Buildings that the existing use does not conform with the provisions of Chapter 70 of the Code of the Town of North Hempstead applicable at the time of this filing, I shall comply with the provisions of Section 70-223.E and all other provisions of the Code of the Town of North Hempstead. Should it be determined by the Commissioner of Buildings that the existing configuration is not supported by the evidence provided with this application as having been constructed prior to 1938, 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 }

\_\_\_\_\_, depose and says that he / she resides at

print owner's name

\_\_\_\_\_ In the State of \_\_\_\_\_

mailing address of owner

that he / she is the owner in fee of all certain lots, parcels of land shown on the attached survey Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ situated, lying and being within the unincorporated area of the Town of North Hempstead; that I / We have read and understand the Owner's Affirmation as herein stated; And that he / she hereby names

\_\_\_\_\_ as his / her representative to file this application on his / her behalf.

Signature of Owner: \_\_\_\_\_

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

**Official Use Only**

Conforming Use [ ] Non-Conforming Use [ ] Conforming Structure [ ] Non-Conforming Structure [ ]

Plans Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

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



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Address: \_\_\_\_\_

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Name of street # of feet

Name of nearest Intersection \_\_\_\_\_

**Name and Address of Owner:**

\_\_\_\_\_  
 \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell: \_\_\_\_\_

e-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Name and Address of Applicant:**

\_\_\_\_\_  
 \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell: \_\_\_\_\_

e-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

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Plans Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

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