



Town of North Hempstead
Department of Building, Safety Inspection and Enforcement

210 Plandome Road, P. O. Box 3000, Manhasset, NY 11030-2327
(516) 869-7660 FAX: (516) 869-7662

REQUIREMENTS FOR A USE PERMIT

1. Application with Owner's authorization. (2 copies)
 2. Site plan (existing or proposed) must include parking calculations based on proposed use. (1 copy)
 3. Survey showing all buildings, accessory structures, driveways, walks and other improvements existing at the present time. (1 copy)
 4. Floor plan of existing building with the proposed use of all spaces identified. (2 copies)
 5. Nassau County's Assessors' Form. (1 copy)
 6. All Notices of Violation issued against the premises. (1 copy)
 7. Permit Fee: \$50, \$100 for commercial parking lots.
- Should examination of the plans reveal non-compliance with current zoning or building code regulations, an application for a Building Permit may be required.

INCOMPLETE APPLICATION WILL NOT BE ACCEPTED FOR FILING.

NOTICE: Article 1, Section 2-9.A of the Code of the Town of North Hempstead states as follows: No person, firm or corporation shall commence the alteration of any lot or parcel, including the erection, construction, enlargement, alteration, removal, improvement, demolition or conversion of any building or structure or tree, or part thereof, or change the nature of the occupancy of any building or structure or cause the same to be done or the removal of trees without first filing with the Building Commissioner an application for such removal, construction, alteration, moving or demolition or installation of elevator, heating or heat-producing appliance or equipment, other than ordinary stoves or ranges, and obtaining a permit, except that no permit shall be required for the performance of ordinary repairs which are not structural in nature.



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Permit Number: _____

APPLICATION FOR A USE PERMIT
 Application to be filed in duplicate

Application must be fully completed and will not be accepted unless Affidavit of Ownership is executed by the record owner of the property described : _____

Date of Application: _____ Filing Fee: _____

Name and Address of Applicant:

Street: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Cell: _____ Fax: _____

e-mail: _____

Name and Address of Owner (if different from Applicant):

Street: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Cell: _____ Fax: _____

e-mail: _____

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

Total Area of Lot: _____

Size of Existing Building(s):
 Feet front: _____ Feet deep: _____

Existing use of lot/building(s): _____

Proposed use of lot/building(s): _____

Has a violation been issued affecting these premises? _____. Attach copy if yes.
 Is the premises within 200 feet of any property used as a school, public library, church, hospital or orphanage? _____. If yes, attach copy.

Attach copy of accurate survey of existing premises and any improvements thereof.

THIS APPLICATION, WHEN SIGNED & STAMPED BY A BUILDING OFFICIAL, BECOMES YOUR PERMIT.

Owner's Affirmation

I hereby depose and say that the above statements and information contained in this Application are true.

Applicant's Signature

Sworn to me this _____ day of _____, 20____

Signature of Notary Public: _____

Affidavit of Ownership

State of New York }
 } SS.:
County of Nassau }

_____, being duly sworn, deposes and says that he / she resides at
print owner's name

_____ In the
mailing address of owner

County of _____, State of _____; 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.

Owner's Signature

Sworn to me this _____ day of _____, 20____

Signature of Notary Public: _____

* Strike out inapplicable words.