Town of North Hempstead

Department of Building Safety Inspection and Enforcement

210 Plandome Road, Manhasset, NY 11030-2327
Tel. (516) 869-6311 Fax. (516) 869-7662
WWW.NORTHHEMPSTEADNY.GOV

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 ¼" = 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.northhempsteadny.gov. Click the "Town Code" button. Search "chapter 70" or seach within Chapter 70 (the zoning code) to locate specific sections.

Town of North Hempstead

Department of Building Safety Inspection and Enforcement
210 Plandome Road, Manhasset, NY 11030-2327
Tel. (516) 869-6311 Fax. (516) 869-7662
www.northhempsteadny.gov

The following is a list of agencies currently approved to perform electrical inspections in the unincorporated areas of the Town of North Hempstead.

We will accept a Certificate from a previously approved Underwriter no longer on this list only for final close out of an existing job which was begun by that Underwriter.

1. Certified Electrical Inspections, Inc.

   188 Park Avenue
   Amityville, NY 11701

   Phone: 631-598-5610
   Fax: 631-598-0541

   Website: www.cei-ny.com

2. Electrical Inspectors, Inc.

   300 East Meadow Avenue
   East Meadow, NY 11554

   Phone: 516-794-0400 or
   800-794-1468
   Fax: 516-794-5854
   Website:
   www.electricalinspectors.com

3. Electrical Inspection Services, Inc.

   375 Dunton Avenue
   East Patchogue, NY 11772

   Phone: 516-466-6486 or
   631-286-6642
   Fax: 631-286-6683

   Website: www.eislongisland.com

4. Long Island Electrical Inspections Limited (Jim Owens)

   25 October Walk
   Long Beach, NY 11561

   Phone: 516-865-2548 or
   888-571-7980
   Fax: 888-571-7981
   Email: jowens@lieil.net

5. Suffolk Bureau of Electrical Inspectors Inc.

   40 Nottingham Drive
   Middle Island, NY 11953

   Phone: 631-495-8136
   Fax: 631-980-6455

   Email: sbeigs@gmail.com

6. Alliance Electrical Inspection Limited

   707 Hyman Avenue
   West Islip, NY 11795

   Phone: 631-539-6055
   Phone: 516-248-0820

   Website: http://allianceeil.com

7. Long Island Electrical Inspectors Inc.

   21 Third Avenue, Suite 3
   Bay Shore, NY 11706

   Phone: 631-581-8697
   Fax: 631-224-4432

   Email: lieinspectors.com

Town of North Hempstead

Department of Building Safety Inspection and Enforcement

210 Plandome Road, Manhasset, NY 11030-2327
Tel. (516) 869-7660 Fax. (516) 869-6311 www.northhempsteadny.gov

Application Number: _____ Permit Number: _____ Certificate Number: _____

APPLICATION FOR A 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): _____ Date: _____

Street _____ City: _____

State: _____ Zip: _____ Tel.: _____ E-mail: _____

Owner Information:

Last _____ First _____ Corp. _____

Street _____ City: _____

State: _____ Zip Code: _____ Tel. Number _____ Fax Number: _____

Applicant Information:

Last _____ First _____ Corp. _____

Street _____ City: _____

State: _____ Zip Code: _____ Tel. Numb _____ Fax Number: _____

OWNER'S AFFIRMATION

I (Owner's Name)_____, hereby apply to the Department of Building, Safety 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 to 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 }

_____
Please print - property in name of

depose and says that he / she resides at _____
Mailing address of owner

in the 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 I /We 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 [ ]

_____ _____

Plans Examiner Date Inspector Sign-Off Date

Town of North Hempstead

Department of Building Safety Inspection and Enforcement

210 Plandome Road, Manhasset, NY 11030-2327
Tel. (516) 869-7660 Fax. (516) 869-6311 www.northhempsteadny.gov

Application Number: _____ Permit Number: _____ Certificate Number: _____

APPLICATION FOR A 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): _____ Date: _____

Street _____ City: _____

State: _____ Zip: _____ Tel.: _____ E-mail: _____

Owner Information:

Last _____ First _____ Corp. _____

Street _____ City: _____

State: _____ Zip Code: _____ Tel. Number _____ Fax Number: _____

Applicant Information:

Last _____ First _____ Corp. _____

Street _____ City: _____

State: _____ Zip Code: _____ Tel. Numb _____ Fax Number: _____

OWNER'S AFFIRMATION

I (Owner's Name)_____, hereby apply to the Department of Building, Safety 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 to 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 }

_____
Please print - property in name of

depose and says that he / she resides at _____
Mailing address of owner

in the 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 I /We 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 [ ]

_____ _____

Plans Examiner Date Inspector Sign-Off Date