



DEPARTMENT OF BUILDINGS
INCORPORATED VILLAGE OF GARDEN CITY
VILLAGE HALL
351 STEWART AVENUE
GARDEN CITY, NY 11530
516-465-4040(O) – 516-742-5377 (F)



BUILDING PERMIT REQUIREMENTS

Application for Building Permit

Nassau County Assessors Form

Two (2) sets of construction drawings, specifications and full zoning analysis

Property survey indicating current conditions (w/existing topography for new buildings)

N.Y.S. Energy Code calculations (signed and sealed by R.A. or P.E.)

Workers Compensation and Disability Insurance Certificates (**not Accord form**)

Permit Applications from licensed plumber, electrician and/or mechanical contractor

Sewer and water charges (new buildings only)

Application Review Fee: **\$125.00**
Certificate of Occupancy Fee **\$150.00; or**
Certificate of Compliance fee **\$100.00 (as applicable)**

Residential: Fee of **\$150.00** for the first \$1000 of estimated cost plus \$20 for each additional \$1000 in cash or check payable to the Incorporated Village of Garden City (Triple fee for pre-built structures)

Commercial: Fee of **\$250.00** for the first \$1000 of estimated cost plus \$20 for each additional \$1000 in cash or check payable to the Incorporated Village of Garden City (Triple fee for pre-built structures)

Deposit of **\$300 (residential) \$500 (commercial)** for the first \$1000 of estimated cost plus \$40 for each additional \$1000 in cash or check from property owner (for residential) payable to the Incorporated Village of Garden City.

- **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

REQUIRED INSPECTIONS Not limited to the following:

Foundation: Excavation, footings and walls for new buildings, submit foundation survey prior to framing (unless otherwise required)

Framing: At completion of wind bracing, plumbing, mechanical and electrical roughing

Insulation: Prior to application of interior finishes plumbing, mechanical and electrical: main service installation, roughing and final

Final: Upon completion of all work

- **Inspection requests must be made at least one day in advance with permit number**
- **Approved plans must be on job site with contractor present**
- **Permit must be posted in front window**

REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY AND/OR CERTIFICATE OF COMPLIANCE:

Final approval of all inspections

Electrical Certificate

Two (2) copies of final survey

Affidavit of final cost (new buildings only)

Certification letter for landscaping, if applicable