

Welcome to the *Plandome Building Department*. The following is intended to assist you in understanding the process getting from your design drawings or fence layout to obtaining a Certificate of Occupancy or Completion to close out your project.

**Before** any construction or alteration of any building or structure or any work on your property is commenced, the homeowner, his agent, architect or builder shall file, in the village office, an application for a building permit. (Chapter 175-36)

When the work involves anything on the exterior of the building or structure or involves anything located on the property outside the building, the application must also be reviewed and approved by the Design Review Board. (Chapter 175-34)

The following outlines the procedures, submission requirements and *approximate* time frames involved in obtaining a building permit:

**Before any work is done as described above, an application for a building permit must be obtained by submitting the following:**

**Requirements**

1. The following items 1a thru 1e apply to all applications for work involving **anything** on the exterior of the building or structure **or involves anything** located on the property outside the building or if your project involves a new building or an alteration affecting or increasing an existing structure to the extent of 200 square feet of the existing floor area and the site is affected, or if such project is deemed by the Board to be a significant alteration of the land. During this phase, zoning code compliance will be reviewed. *(if the work does not include exterior changes and involves only interior changes ~ go directly to paragraph "3" below).*

**Phase 1 is initial site plan review and zoning code compliance review.**

**Applicants must submit a Site Plan with the following minimum requirements** to the building department.

Additional information may be required by the Design Review Board as warranted by the nature of the application

**a. General Site Plan Requirements to be shown:**

- name & address of owner of record
- name & address of person, firm or organization preparing the site plan (must have valid NYS license)
- date
- scale 1" = 10' preferred, or smaller if required to fit on maximum sheet size; bar scale on all sheets; All drawing to scale, using engineers scale
- maximum sheet size: 24" x 36"
- location and owners of all adjoining lands, as shown on Village records
- north arrow

**b. Existing Conditions to be shown:**

- property lines and all structures with bearing and distances, from the survey submitted with this application, indicating current conditions including any easements.
- topography at a contour interval of 1' at existing foundations with spot elevations along property lines at 5' intervals and at all abrupt changes in gradient along the building perimeter. Show mean grade at the existing foundation and at each wall of the existing foundation. Show Finished first floor elevation(s) of all buildings. Topography to show all paved areas, buildings With dimensions, structures and, vegetation, including trees 6" in diameter and greater (as measured at a height 4" above ground). Topography to be in Nassau County datum and certified by a NYS Professional, Land Surveyor or Engineer.
- wetlands designated by state or federal agencies, and areas subject to flooding.
- location of existing exterior lighting, utility services, sanitary systems, drywells and leaching pools.
- setbacks of adjacent homes within 200' on either side of a proposed new building.
- all existing and required building setbacks and calculations for MISA, HSR, FAR & building heights.

**c. Proposed Conditions to be shown:**

- proposed building(s) and structure(s), including all dimensions, setbacks, finished floor elevations and calculations for MISA, HSR, FAR & building heights.
- proposed topography at a contour interval of 1' at proposed foundation including spot grades at critical points and grades at top and bottom of proposed wall at sufficient intervals to accurately show all changes in wall height. Show mean grade at the existing foundation and at each wall of the existing foundation.
- materials of construction for items other than as shown on architectural drawings.
- landscaping and exterior lighting, including lighting specifications.
- drainage structures and pipes, properly sized for the anticipated runoff.
- sanitary system(s), including Nassau County Health Department approval, when required.
- utilities.
- erosion & sedimentation control measures, including silt fences, hay bales and tracking pads.
- temporary structures (i.e., portable toilet, dumpster, etc.).
- areas designated for parking of construction vehicles.
- engineer's certification and calculations for truss designs.
- location of materials storage.
- proposed fencing for protection of tree on Village berm as required by Village code.

**Est. Time**

Within 10 days from date of compliant submission

<p>d. <b>TWO (2) completed building permit applications (most current version; must be on form provided).</b></p> <p>e. <b>TWO (2) sets of preliminary construction drawings suitable for building inspector to make zoning compliance determinations.</b></p> <p>2. After zoning code conformance confirmation, your application is ready for Design Review Board Review which requires submission of the following:</p> <ol style="list-style-type: none"> <li>EIGHT (8) full sets of architectural drawings, showing all elevations and describing finishes and architectural details (i.e. stair railings, door and window framing, etc.) of all exterior construction. Drawing must be at a scale of 1/4" = 1 ft.</li> <li>photos of the front, back and side of your existing house or structure.</li> <li>a photo including your house together with adjacent houses immediately to the left and right (to the extent possible).</li> <li>samples of proposed roofing material, siding, etc. and any other new architectural element that is part of the exterior construction.</li> <li>fee ~ as determined by the Building Inspector per schedule.</li> </ol> <p>3. After Design Review Board approval, your application is ready for Building Permit application submission which requires submission of the following:</p> <ol style="list-style-type: none"> <li>proposed construction plans with site plan ~ 2 copies with original signature &amp; seal, <b>folded</b> caption out, to include: <ul style="list-style-type: none"> <li><input type="checkbox"/> All setbacks to property lines</li> <li><input type="checkbox"/> Floor Area Ratio calculations</li> <li><input type="checkbox"/> Height Setback Ratio calculations</li> <li><input type="checkbox"/> Topography of the lot (existing &amp; proposed)</li> <li><input type="checkbox"/> Location of all village trees located on any berm adjacent to such property, all routes of access and egress to the construction site intended or available to be used by vehicles or equipment, and a description of the method intended to be used to protect such village trees pursuant to chapter 152 of the village code.</li> <li><input type="checkbox"/> New York State energy code calculations</li> <li><input type="checkbox"/> Maximum Non-Vegetative Surface calculations</li> <li><input type="checkbox"/> Percent of lot coverage calculations</li> </ul> </li> </ol> <p><b>(Note: when clarity requires, diagrams must accompany above calculations)</b></p> <ol style="list-style-type: none"> <li>current survey of property ~ 2 copies</li> <li>Nassau County assessors form ~ 2 copies</li> <li>copy of contractor's Nassau County home improvement license, if applicable.</li> <li>contractor's insurances: general liability, workers compensation &amp; NYS Disability ~ <u>must name</u> "Village of Plandome, 65 South Drive, Plandome, NY" as certificate holder and be in a coverage amount of not less than \$1,000,000.</li> <li>copy of executed contract between owner &amp; contractor</li> <li>FEES - Contact the Building Inspector, the amount is based on cost on construction as determined by the Building Inspector.</li> <li>copy of curb cut application, if applicable ~ <i>to Village Clerk</i></li> <li>such other information as the Building Inspector may require.</li> </ol>	<p>4-6 weeks, but not more than 62 days from date of completed submission.</p> <p>20 days from date of completed submission.</p>
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With your building permit you will receive a sheet detailing required inspections during your construction. You will need to call the Village Office for these inspections, including the final inspection, to obtain your certificate of occupancy.

It is the hope of the Plandome Board of Trustees that you understand the foregoing procedures were established to help Plandome maintain its unique quality of life and desirability which benefits all of our residents. Please call 627-1748 if you have any questions regarding the building permit process.

***This document is a guideline and the requirements and fees are subject to change.***

**INC. VILLAGE OF PLANDOME**  
**65 SOUTH DRIVE, PLANDOME, NY 11030**  
**(516) 627-1748**

## ENERGY - INFORMATION REQUIRED ON CONSTRUCTION DOCUMENTS

To receive a building permit, the following information is required to be contained within construction documents.

### ENERGY CODE COMPLIANCE PATH

One of the following energy code compliance paths indicated clearly on the plans

- 2020 ECCCNYSL
  - Prescriptive
  - Prescriptive with envelope tradeoffs – Supply REScheck or other approved  $U_{overall}$  calculations
  - Simulated Performance Alternative – Supply IECC Energy Cost Report
  - Energy Rating Index Alternative – Supply Preliminary ERI Report and Energy Code Checklist

### BUILDING THERMAL ENVELOPE

- Continuous building thermal envelope depiction
- Typical cross-sections for each unique assembly type including callouts for:
  - Insulation R-values, materials, and installed thickness
  - Fenestration U-factors and solar heat gain coefficients (SHGCs)
  - Primary air barrier method, materials, and location
- Construction details for the following, if included in the scope of the project
  - Slab on grade with insulation extending downward from the top of the slab
  - Insulated corners: Framing allows space for insulation
  - Insulated headers: Insulation installed in headers as space allows
  - Fireplaces on exterior walls: Air barrier between insulation and fireplace insert
  - Dropped ceiling/soffit: Air barrier aligned with insulation
  - Porch roofs: Exterior wall sheathing extends behind intersection with porch roof
  - Skylight shafts: Shaft walls are insulated and include attic-side air barriers
  - Showers/tubs on exterior walls: Air barrier located between wall insulation and the shower/tub
  - Knee walls: Air barrier on attic side of knee wall, top plate installed, blocking between floor joists under knee wall
  - Blocking between joists above walls separating garages from conditioned space
  - Cantilevered floors: Insulated with solid air barriers underneath insulation and blocking between joists
  - Attic access hatches: Weatherstripped and insulated to the same R-value as the surrounding surface
- Notes indicate that insulation is to be installed per manufacturer's installation instructions or RESNET Grade I

**HEATING AND COOLING SYSTEMS****Thermostats**

- Thermostat type and location

**Ducts and Air Handler**

- Duct and air handler locations
- Notes or drawings specify insulation R-values for ducts in unconditioned spaces
- Note indicating that HVAC contractor will seal ducts to 4.0 cfm/100 ft<sup>2</sup> conditioned floor area with UL 181 products appropriate for the duct material type. (Testing not required if all ducts are located completely within conditioned space.)
- Furnace and air conditioner or heat pump specifications

**HVAC Design Worksheet**

- Completed *Heating and Cooling Equipment Worksheet* (page 1)
- Completed *Whole-house Mechanical Ventilation Worksheet* (page 2)

**HVAC Piping**

- Notes or drawings indicate HVAC pipe insulation R-values (e.g. hydronic systems, refrigerant lines)
- Notes or drawings indicate HVAC pipe insulation protection for pipes/insulation located outdoors (e.g. refrigerant lines)

**SERVICE HOT WATER PIPING**

- Hot water pipe insulation R-value for pipes meeting any one of the following conditions
  - $\geq \frac{3}{4}$ " nominal diameter
  - Located outside conditioned space
  - Between the water heater and a manifold
  - Underground or in a slab
  - Serving more than one dwelling unit
  - Supply and return piping in recirculating hot water systems other than demand recirculating systems

**LIGHTING**

- Lighting schedule or notes indicating percentage of high-efficacy lighting