



**DEPARTMENT OF BUILDINGS  
BUILDING PERMIT RENEWAL  
APPLICATION**

RENEWAL	
Permit Number	
Original Permit Issue Date	
New Permit Expiration Date	

<b>Filing Requirements:</b> (Check all that apply)		Incomplete applications will not be accepted	
In the event that revisions have been made during construction for work not approved under the original permit, or as requested by the Superintendent of Buildings, 3 copies of revised, signed and sealed drawings must accompany this application along with the Nassau County Assessors Form.			
<b>Filing Status:</b> (Check all that apply)		Incomplete applications will not be accepted	
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> Demolition	<input type="checkbox"/> In-Ground Pool		
<b>Property Information:</b>			
Property Address:			
Section:	Block:	Lot:	Zone:
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial		
<b>Description of Work:</b>			
<b>Reason for Renewal:</b>			
<b>Property Owner Information:</b>			
Owner's Name:			
Mailing Address:		City:	State: Zip:
Phone Number:		Email:	
<b>Applicant Information:</b> <input type="checkbox"/> Owner is Applicant			
Applicant's Name:			
Mailing Address:		City:	State: Zip:
Phone Number:		Email:	
<b>Design Professional Information:</b>			
Design Professional's Name:		<input type="checkbox"/> RA	<input type="checkbox"/> PE
Company Name:		NYS License Number:	
Company Address:		City:	State: Zip:
Phone Number:		Email:	



## DEPARTMENT OF BUILDINGS BUILDING PERMIT RENEWAL APPLICATION

<b>Contractor Information:</b> <input type="checkbox"/> Work will be performed by Homeowner (waiver required)			
Contractor Name:			
Company Name:		Floral Park License Number:	
Company Address:		City:	State:                      Zip:
Phone Number:		Email:	
<b>Property Owner Statement &amp; Signature:</b>			
The undersigned affirms that I am the owner of the property described herein, situated, lying and being within the Incorporated Village of Floral Park; that I have read and understand all items as here in stated, recognize that I a responsible for all activities occurring on the property, and that failure to comply with any of the items, notwithstanding any other items defined in the Village Code, may result in the temporary suspension or permanent revocation of the permits issued for construction on the premises in accordance with the Village Code. I hereby give consent to the listed applicant to make the application on my behalf for permit to perform said work.			
Print Name:		Signature:	Date:
<b>Applicant Statement &amp; Signature:</b>			
The undersigned, being duly sworn, deposes and says that "The foregoing are all the alteration or repairs proposed to make to the building herein referred to and described; and hereby stipulates that all provisions of the Building and Village Code shall be complied with in the alteration or repair of said building, whether specified herein or not.			
Print Name:		Signature:	Date:
<b>Notary:</b>			
On this _____ day of _____, 20____, before me personally came _____, to me known and known to me to be the person described in as the applicant and who executed the foregoing instrument and has acknowledged to me that he/she executed the same.			
		_____ Notary Public	
<b>Building Department Use Only:</b>			
<input type="checkbox"/> Renewal Fee:	Receipt:	Fee Calculation 50% of Permit Fee – 6 Month Renewal	
Permit Renewal Review	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	By:

**Permit Conditions:** The following conditions must be met before a Certificate of Occupancy or Completion can be issued:

- The Floral Park Building Department must be made aware of all field changes prior to the time of the change. Work is NOT to continue until an amended permit is filed and approved with the Building Department.
- All work is to be left exposed until inspected and approved by the Floral Park Building Department. Work closed up prior to inspection approval will need to be exposed for inspection at the owner's cost.
- Electrical certificates must be filed at the completion of the work.
- A foundation location survey must be submitted for a new house, garage or a commercial building BEFORE the structure is framed and a final survey must be submitted at completion.
- An updated survey must be submitted at completion for all new buildings and in-ground pools.
- All Architectural Review Board approvals, Board of Trustee resolutions, and Special Use approvals are valid for 6 months.
- The Building Permit must be posted and visible from the street for the duration of the construction process.
- The Building Permit is valid for 6 months, unless construction has started. If started, the permit is valid for 12 months from the date of issuance. Should the permit expire a permit renewal application, along with updated drawings and permit fee, must be filed and approved by the Building Department.