



## DEPARTMENT OF BUILDINGS WHEN DO I NEED A PERMIT?

Except as otherwise noted, a building permit shall be required for any work which must conform to the New York State Uniform Fire Prevention and Building Code and the Village of Floral Park Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building or structure or any portion thereof or the installation of a fuel-burning appliance, chimney or flue in any dwelling unit or commercial space. No person shall commence any work for which a building permit is required without first having obtained a building permit approved by the Superintendent of Buildings.

A permit **is** required for new, replacement or major repair of:

- Building Additions and Dormers
- Central Air Conditioning, Ductless Split, and Heat Pump Systems
- Change in Use or Change in Tenancy
- Commercial Antennas or Satellite Dishes
- Decks and Exterior Framed Stairways (greater than 12" above grade or attached to main structure)
- Demolition of Structures
- Driveways
- Dumpsters and Storage Containers
- Electric Service Upgrades (Commercial)
- Enclosed Porches or Patios
- Exterior Façade Work (involving change of architectural features)
- Exterior Stoops, Steps and/or Railings
- Exterior Windows and Doors
- Fences
- Finished Basements
- Fire Alarm Systems (commercial)
- Fire Sprinkler Systems (commercial and residential)
- Fireplaces & Chimneys
- Garages
- Generators or Energy Storage Systems
- Grading of Site
- Hot Tubs/Spas
- Interior Alterations (not including cosmetic only upgrades)
- Interior Walls and Openings (removing or installing)
- Maintaining Existing Structures Constructed without Permit
- New Homes & Buildings
- Oil & Gas Heating or Cooling Units
- Oil Storage Tank Installation or Replacement (above or below ground)
- Oil Storage Tank Removal or Abandonment
- Oil to Gas Conversions
- Outdoor Built-in Gas BBQ's, Fireplaces and Ovens
- Pergolas, Trellis's or Awnings
- Photovoltaic Systems (Solar)
- Plumbing Fixtures and/or Gas Appliances
- Plumbing, Oil or Gas Piping
- Porticos or Vestibules
- Retaining Walls
- Roof Replacement (all commercial)
- Roof Replacement (residential involving sheathing replacement)
- Sheds (over 100 sf)
- Sidewalks and Curb Cuts
- Signs (temporary or permanent)
- Structural Repair
- Swimming Pools (above & below ground)

A permit **is not** required for work in any of the following categories:

- Construction or installation of one-story detached structures associated with residential properties which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 100 square feet
- Installation of swings and other playground equipment associated with residential properties
- Painting, wallpapering, tiling, carpeting, or other similar finish work
- Installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances
- Repairs, provided that such repairs do not involve: The removal or cutting away of a load-bearing wall, partition, or portion thereof, or of any structural beam or load-bearing component; The removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which affects egress; the enlargement, alteration, replacement or relocation of any building system; or the removal from service of all or part of a fire-protection system for any period of time.

Note: Although some work may not require a permit, it **must** meet all NYS Building Codes and the Village Zoning Ordinance. All Electrical and Plumbing work **must** be performed by a Floral Park Licensed Plumber and/or Electrician. An electrical certificate from an approved Electrical Inspector must be submitted to the Village after any electrical work has been performed.

Any questions regarding the permit process can be answered from 8:30 am – 4:30 pm, Monday to Friday by contacting the Building Department at 516.326.6319 or [FPBuildings@FPVillage.org](mailto:FPBuildings@FPVillage.org)  
The Building Department is located at 1 Pool and Garage Road, Floral Park, NY