



Incorporated Village of Lloyd Harbor  
**BUILDING DEPARTMENT**  
 32 Middle Hollow Road  
 Lloyd Harbor, New York 11743  
 Phone: (631) 549-2640

OFFICE USE ONLY	
<b>Review Date:</b>	<b>By:</b>
<input type="checkbox"/> PB <input type="checkbox"/> BZA <input type="checkbox"/> PRB <input type="checkbox"/> Sub <input type="checkbox"/> BOT <input type="checkbox"/> DEC <input type="checkbox"/> Army Core	
<input type="checkbox"/> SCDOH <input type="checkbox"/> Village Engineer <input type="checkbox"/> Tree Removal	
Permit Fee: \$	

## 2023 BUILDING PERMIT APPLICATION

<b>APPLICANT</b>	Date		Applicant Name			Email				
	Relationship to Project (if other than Owner, Owner shall provide letter of consent for agent)						Phone No.			
		<input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Designer <input type="checkbox"/> Agent <input type="checkbox"/> Other:						(   )		
<b>PROPERTY INFORMATION</b>	Owner			Project Address			Phone No.			
									(   )	
	City			Zip Code	Section / Block /Lot	Flood Plain District		COD 1 or COD 2		
							<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> X <input type="checkbox"/> AE <input type="checkbox"/> VE			
No. of Acres		Acre sq. ft. area		Zone A-1 or A-2	Current Water Service					
					<input type="checkbox"/> Well <input type="checkbox"/> City (location of well shall be indicated on survey)					
<b>TYPE OF STRUCTURE</b>	Scope of Work (all structures with an (*) are considered accessory structures)									
	<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Portico *	<input type="checkbox"/> Covered Porch *	<input type="checkbox"/> Gazebo *	<input type="checkbox"/> Fencing/Walls	<input type="checkbox"/> Bulkhead				
	<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Pavilion *	<input type="checkbox"/> Wood Deck *	<input type="checkbox"/> Sports Ct. *	<input type="checkbox"/> Retaining Walls	<input type="checkbox"/> BBQ Kiosk				
	<input type="checkbox"/> Interior Alteration	<input type="checkbox"/> Open Trellis *	<input type="checkbox"/> Patio *	<input type="checkbox"/> Ent. Piers/Gates	<input type="checkbox"/> Driveway	<input type="checkbox"/> Re-Grading				
	<input type="checkbox"/> Sanitary System	<input type="checkbox"/> Open Porch *	<input type="checkbox"/> Shed/Barn *	<input type="checkbox"/> Walkways	<input type="checkbox"/> Demolition	<input type="checkbox"/> Other				
	<input type="checkbox"/> Drainage	<input type="checkbox"/> Detached Garage *	<input type="checkbox"/> Cabana *	<input type="checkbox"/> Solar Panels	<input type="checkbox"/> Dock					
Description:										
<b>PROJECT INFORMATION</b>	Dwelling / Additions / Interior / (Sq. ft. areas)			Miscellaneous:			Miscellaneous Continued:			
	1 <sup>st</sup>	2 <sup>nd</sup>	Garage:	Demolition type:			Total Cost of Construction: \$			
	Portico:	FY Porch:	RY Porch:	Fence type:	Hgt:		Const. w/in 100' of wetlands? <input type="checkbox"/> yes <input type="checkbox"/> no			
	Stoops:	Walkways:	Driveway:	Ret. walls:	Hgt:		Tree Removal <input type="checkbox"/> yes <input type="checkbox"/> no (req. tree app)			
	Finished Bsmt:		Bsmt. Entry:	Steep Slopes <input type="checkbox"/> yes <input type="checkbox"/> no			New water service <input type="checkbox"/> yes <input type="checkbox"/> no			
	No. of bath rooms: ½ bath:		full bath:	Built Prior <input type="checkbox"/> yes <input type="checkbox"/> no			New sanitary <input type="checkbox"/> yes <input type="checkbox"/> no			
	Accessory Structures (cabana, patios, shed etc.)			Variance Req. <input type="checkbox"/> yes <input type="checkbox"/> no			Sanitary appl. sent to SCDOH <input type="checkbox"/> yes <input type="checkbox"/> no			
	Type:		sf:				DEC Approval <input type="checkbox"/> yes <input type="checkbox"/> no (if yes, provide permit)			
<b>RESPONSIBLE PARTIES (as applicable)</b>	Architect / Engineer			Address			City		Zip Code	
	Email						Phone No.			
							(   )			
	General Contractor			Address			City		Zip Code	
Email						Phone No.				
						(   )				

# AFFIDAVIT OF PROPERTY OWNER

*The Owner by making and filing this application, hereby authorizes the Building Inspector, or any Deputy, to enter upon Owner's premises during reasonable hours, including Sundays, to inspect the exterior and interior of all structures which are the subject of this application.*

**1. If Agent is filing this application, a notarized letter from the Owner shall be submitted authorizing such agent to act as the Owner representative.**

I \_\_\_\_\_ being duly sworn, state that to the best of my knowledge, and belief that the statements contained in this application together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premises, and that all provisions of the Village Zoning and Building Code, the New York State Building Code, and all other laws pertaining to the proposed work shall be complied with.

Signature \_\_\_\_\_  
Property Owner or Agent

Sworn to before me this

\_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(Notary Public, New York)

# INCORPORATED VILLAGE OF LLOYD HARBOR

## BUILDING PERMIT APPLICATION INSTRUCTIONS

1. **APPLICATION BP-201:** Provide one (1) original signed and notarized application. Application will **NOT** be accepted if all fields are not complete, and permit fees have not been remitted. Sections that do not apply shall be marked N/A. **Individual applications are required for ALL structures and/or improvements, unless otherwise approved to be grouped, by the Building Inspector.** Each application requires separate checks for PRB, Village Arborist & Escrow as per the current Building Permit Fee Schedule.
2. **FLOODPLAIN DISTRICTS:** Applicants **MUST** read **Article VII** of the Village Code for construction within the Floodplain Districts to determine requirements for **ALL** structures within a floodplain.
3. **PERMIT FEES:** *See Building Permit Fee Schedule*
4. **CURRENT SURVEYS:** Provide three (3) surveys (1 original & 2 copies) as follows: original **INC** seal and signature; location of all existing structures **within past 5 years** indicating driveway; dwelling, patios, terraces, porches, walkways, drainage structures, utilities, sheds, pools, and setback dimensions to all existing structures from all property lines, lot data chart listing all existing structures and their individual square foot areas and include percentage of lot coverage as per Village Code. All data shall be charted on survey and labeled Lot Data or Zoning Data. Surveys shall be minimum 1" = 40', **scales 1" = 50' or greater will not be accepted.** Existing surveys submitted for future improvements, must indicate most current conditions.
5. **SITE & DRAINAGE PLANS:** Provide one (1) copy of Architect/Engineer plans with original **INC** seal and signature, and with a scale not less than 1 inch = 30 feet. **Plans shall be 24x36 ONLY unless otherwise approved by the Building Inspector.** Plans shall include existing and proposed work, but not limited to:
  1. Construction Fence and Gates
  2. Stabilized Access Drive
  3. Hay Bales & Silt Fencing
  4. Tree Protection
  5. Tree Schedule (for tree removal)
  6. Zoning Chart
  7. Existing & Proposed Structures
  8. Driveway and Curbing type
  9. Utilities (sanitary, drainage, water, gas, etc.)
  10. Drain structures & elevations, piping, pipe inverts & calculations
  11. Sanitary structures, piping, pipe inverts & calculations
  12. Set Backs (including req. 16 & 32 foot buffer SY & RY)Additionally, provide two-foot contours for all grade changes, spot elevations around perimeter of all proposed building structures & drain structures, and drain piping shall be minimum 4-inch diameter type SDR-35 with solvent weld or gasket type fittings only.
6. **COMPLETE LOT DATA:** Site Plan shall include a chart indicating all existing and proposed sq. ft. areas of the following:
  1. Lot area (in acres & sq.)
  2. Dwelling Footprint
  3. Dwelling 1<sup>st</sup> & 2<sup>nd</sup> floor area
  4. All Accessory Structures (listed individually)
  5. % of lot coverage for dwelling footprint.
  6. % of lot coverage of all structures.
7. **DRAINAGE:** Provide calculations for sizing drywells to accommodate a **4-inch rainfall** for proposed patios, driveways & roof areas. Calculations shall be shown on plan and all tributary areas shall be identified. Calculations shall be indicated as follows:

*(Description) = 2000 sq. ft. x 4/12 = 668 cu. ft.*  
*668 cu. ft. / 68.5 cu. ft. per ft. of 10' ring = 9.75 ft. required*
8. **DRAINAGE:** Provide details of drain structures, drain inlets, catch basins, trench drains, etc. Drywell detail shall include manhole type & size, dome height & size, piping material & size, drywell diameter, depth, quantity of rings, effective depth, collar material w/min 3-foot width, and soil boring location and test results.
9. **DRAINAGE:** Provide flow arrows indicating direction of runoff towards basins, trench drains and/or drywells. Provide heavy duty trench drains 10-inch wide by 12-inch deep minimum for new driveways.

# INCORPORATED VILLAGE OF LLOYD HARBOR

## BUILDING PERMIT APPLICATION INSTRUCTIONS

10. **DRAINAGE**: Drywells shall be minimum 20-feet clear from all structures and minimum 10-feet from property lines. Provide offset dimensions on plan.
11. **EXCAVATION**: Provide notes stating that all unsuitable soil excavated during construction shall be properly disposed off-site by the Contractor. Excess fill generated from the excavation may not be used on the property unless prior approval is granted by the PRB (Permit Review Board) and/or the Building Inspector.
12. **BUILDING PLANS**: Provide one (1) copy of Architect/Engineer plans signed and sealed to a scale not less than  $\frac{1}{4}'' = 1'$ . Plans shall be size "D" 24x36 unless otherwise approved by the Building Inspector. Plans shall include existing conditions and proposed work. **Note**: additional plans will be required after initial preliminary review.  
  
Depending on scope of work, items may vary. Designer shall provide clear and concise dimensional plans. Designer shall not rely on Construction Notes requiring contractor to install equipment or structures as per current NYS Residential Code.
13. **FOUNDATION PLAN**: Foundation Plan shall include but not limited to: Title mark w/scale, complete dimensions for foundation walls and structural members, construction notes, top of wall elevations, all shelf elevations, top of slab elevations, detail marks, section marks, location of required corner hold-downs & dowels, basement & garage slab WWF shall be minimum 6x6 6/6 gauge.
14. **FLOOR PLANS**: Floor Plans shall include but not limited to: Title mark w/scale, complete dimensions, construction notes, ceiling height elevations, detail & section marks, elevation marks, door and window schedule, light & ventilation notes, smoke and carbon monoxide detectors, fireplace type & design including size of required chimney flues.
15. **FRAMING PLANS**: Framing Plans shall include but not limited to: Title mark w/scale, complete dimensions, construction notes, size of all structural members including posting, framing sizes and direction, structural member fasteners & hanger sizes.
16. **ROOF FRAMING PLANS**: Roof Framing Plans shall include but not limited to: Title mark w/scale, complete dimensions, construction notes, size of all structural members including posting, framing sizes and direction, and schedule if needed for post, structural member fasteners & hanger sizes.
17. **BUILDING SECTIONS & DETAILS**: Sections and Details shall include but not limited to: Title mark w/scale, at least two (2) cross sections, and one (1) longitudinal section, material sizes & types, floor heights, footing, foundation, eaves, gutter, roof, etc. Depending on design additional sections and details maybe required.
18. **ELEVATIONS**: Elevations shall include but not limited to: Title mark w/scale, dashed outline of foundation/footing, chimney penetration dimension and offset, window and door heights, eave extensions, all exterior finishes including gutter's and leaders, floor (plate) height elevations, and finish grade elevations.
19. **PLUMBING SCHEMATIC**: Provide a plumbing schematic indicating sizes of all venting and sanitary branches, at all floor levels including basement, as per the current NYS Residential Code.
20. **LIVE & DEAD LOAD TABLE**: Provide load table as per the current NYS Residential Code.
21. **CLIMATE & GEOGRAPHIC DESIGN CRITERIA**: Provide table as per the current NYS Residential Code.
22. **CONSTRUCTION NOTES**: Construction notes shall be the specifications of the project, and include but not limited to: General Notes for depicting contractor's responsibilities, Foundation Notes, Wood Frame Notes, Roof Notes, Finishes, Plumbing Notes, Mechanical Notes, and Electrical Notes.

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## BUILDING PERMIT APPLICATION INSTRUCTIONS

23. **STABILIZED ACCESS DRIVE:** Proposed Site Plan shall include a minimum 6-inch deep stabilized construction access drive using  $\frac{3}{4}$ " to 1  $\frac{1}{2}$ " RCA (recycled concrete aggregate). RCA shall be NYS approved, and shall not contain any dirt or foreign material except crushed stone/concrete. Stabilized access shall commence at curb cut and end at proposed structures. A wash out station (Hose Bib) shall be installed at entrance of driveway for all new dwellings, major additions and new structures as determined by the Building Inspector. Any dirt brought onto Village or Private roads from construction vehicles shall be swept and cleaned immediately.
24. **TREE PROTECTION/GUARDS:** Protection around trees shall consist 2x6 wood framing with top and bottom rail. Tree Guards shall be shown on site plan. All trees within vicinity of construction shall be protected, as determined by the Village Building Inspector and tree arborist.
25. **CONSTRUCTION FENCING:** Site Plan shall include a 6-foot high chain link construction fence around the entire construction site for new dwellings and additions with new basements. Wood or plastic snow fencing can be used for pools and minor construction as determined by the Building Inspector. Existing fencing maybe used as part of construction fencing. Front, sides and rear yard of property shall be secured at all times for the duration of construction. Provide a secured front yard entry gate, located at stabilized access drive, as approved by Building Inspector.
26. **FINAL SURVEYS:** Provide three (3) surveys (1 original & 2 copies) as follows: original INC seal and signature, location of all existing and proposed structures, driveway, dwelling, patios, terraces, porches, walkways, drainage structures, utilities, sheds, pools, etc. Also, provide setback dimensions of all structures from all property lines. Provide a lot data chart listing all structures and their individual square foot areas, include percentage of lot coverage as per Village Code. All data shall be charted on survey and labeled Lot Data or Zoning Data. Surveys shall be minimum 1" = 40', **scales 1" = 50' or greater will not be accepted.** Existing surveys submitted for future improvements, must indicate most current conditions.
27. **REScheck ENERGY COMPLIANCE CERTIFICATE:** Provide certificate with work sheet. Certificate shall be submitted separately with Architects Stamp and Signature and project data.
28. **HVAC** – Provide a Manual J & Manual D & Manual S for ALL HVAC work. Manuals shall be provided by an engineer or certified HERS Rator.
29. **PLAN APPROVAL:** Upon approval of this application, a Building Permit will be issued and (2) stamped sets of construction plans will be returned to the applicant. A copy of permit and approved plans shall be kept on the premises at all times, and available for inspection throughout the duration of the project. No work shall commence until a valid permit has been issued.
30. **INSPECTIONS:** Applicant shall be responsible for all required field inspections. A copy of required inspections will be provided upon the issuance of a building permit.

# 2023 Building Permit Application Review Process

**Applicant shall submit (1) Original Permit Application, (3) copies of existing survey, (1) site plans, (1) sets of preliminary architectural plans and required permit fees for review.**  
 (see permit application instructions & building permit fee schedule for additional requirements)  
**Note:** Review times indicated below are estimated review times ONLY

**Application reviewed by the Building Inspector for compliance with Village Code**  
**New Dwellings, Additions & Accessory Structures: 4 to 6 week review**  
 Requires PRB or Sub-Committee review & approval  
**Interior Alterations, Decks, Patios, Pools, Sheds, Porches, Fences: 2 week review**  
 Requires Building Inspector and/or Sub-Committee review  
**Docks, Bulkheads, Sea walls, Bluff Stairs & Floodplain apps: 8 to 12 week review**  
 Requires Planning Board, NYSDEC, NYSDOS & Army CORP approval

