

Town of North Hempstead

Department of Building Safety, Inspection & Enforcement

210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662
www.northhempsteadny.gov

Permit# _____ Application# _____

APPLICATION FOR TEMPORARY BUILDING PERMIT (section 2-9)

Issued pursuant to the provisions of the Building Zone Ordinance and the Administration and Enforcement Ordinances of the
Code of the Town of North Hempstead

ALL INFORMATION MUST BE PROVIDED

Location of Permit Activity:

Section: _____ Block: _____ Lot(s): _____

Address: _____

Description of Work: _____

Property Owner: _____

Address: _____

Telephone#: _____ Cell#: _____ e-mail: _____

Applicant Name: _____

Applicant Address: _____

Telephone#: _____ Cell#: _____ e-mail: _____

Structure Owner Name: _____

Structure Owner Address: _____

Telephone#: _____ Cell#: _____ e-mail: _____

Scaffolding/sidewalk shed: MUST provide 24 hour emergency contact:

Name: _____ Cell#: _____

Type of structure: _____

Proposed use: _____

Submission Checklist:

1. Site Plan
2. Fee:

Residential	Habitable space	\$500
	Non Habitable space	\$150
	Renewal	\$100
Commercial	Habitable space	\$750
	Non-Habitable space	\$250
	Renewal	\$100
3. Insurance (Town of North Hempstead as Additional Insurance)
4. Nassau County Fire Marshal Approval
5. Town Clerk Approval

ZONE _____ Date of Application _____ Verified by _____

The undersigned applicant and owner, hereby agree that any permit hereafter issued upon this application shall be and is issued subject to the strict observance of all laws, ordinances, and regulations enacted for the protection of the Town of North Hempstead.

The Applicant and owner hereby grant permission to the Building Department or its agents to enter upon the property on which this structure is erected or maintained and to remove said structure at expiration of this permit, unless said permit be renewed upon request of applicant by the building Department from time to time for consecutive periods not exceeding six months, or when said structure fails to comply with any and all of the provisions of the administration and enforcement ordinance of the Town of North Hempstead, unless a waiver thereof is granted by the Town Board.

The owner or Applicant shall remove said structure on or before the expiration date of this permit. Failure to comply with this requirement will result in an order from the Building Department to remove said structure within five days of the date thereof, written notice of which shall be given by registered mail to the owner and applicant at the addresses shown in this application, and said owner and applicant hereby agree that this shall be sufficient notice.

Failure to comply with the order constitutes a violation, and the Building Department will proceed to have said structure removed without any further proceedings by the owner or applicant for removal thereof.

It shall be unlawful to use any temporary structure for any purpose other than that designated in the application and permit.

AFFIDAVIT OF OWNER OF STRUCTURE

In consideration of the foregoing application duly made to the Building Department of the Town of North Hempstead, Manhasset, New York, I/We _____ hereby agree to preserve and save harmless the Town of North Hempstead from any and all liability and damage, and from all cost and expense for and by reason of any injury or damage to persons or property arising from or in any way connected with the erection or removal of said structure or in the maintenance thereof.

AFFIDAVIT OF OWNER OF PROPERTY

I/We _____, the owner of the premises described in this application, have read the foregoing application and hereby consent that a structure be erected and maintained in accordance with this application.

I submit this affidavit with full knowledge that the Building Department and the Town of North Hempstead rely upon the truth of the statements and information contained herein.

_____ (Property Owner) deposes and says that he/she resides at _____ in the State of _____, that he/she is the owner in fee of all certain lots, parcels of land shown on the attached survey/site plan Section _____ Block _____ Lot(s) _____ situated, lying and being within the unincorporated area of the Town of North Hempstead; that I/we have read and understand the items herein stated, that the work to be done on the premises will be done in accordance with the approved application and accompanying plans, of which he/she is totally familiar and that he/she hereby names the contractor listed below as his/her representative to file this application on his/her behalf.

Signature of Property Owner _____

Signature of Owner of Structure _____

Sworn to me this _____ Day of _____, 20____

Sworn to me this _____ Day of _____, 20____

Signature of Notary Public _____

Signature of Notary Public _____

OFFICE USE ONLY BELOW THIS LINE

Permit issued for _____

Start date: _____

Expiration date of permit: _____

Not valid without approval stamp above line

INSPECTOR COMMENTS

Inspection	Date	Violation?	Date Corrected	Inspector
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Temporary structure removal date _____