



# VILLAGE OF LYNBROOK BUILDING DEPARTMENT WELCOME PACKAGE

**A STEP-BY-STEP GUIDE FOR OPENING YOUR COMMERCIAL BUSINESS**




INCORPORATED VILLAGE OF  
**LYNBROOK**  
NEW YORK



# Lynbrook Building Department

(516) 599-8828



The Building Department is here to help you to get your business up and running as quickly as possible!


We **always** recommend contacting the Building Department prior to signing a lease, to ensure that your space is zoned for the intended use. Please email the Superintendent, Brian Stanton at [bstanton@lynbrookvillage.com](mailto:bstanton@lynbrookvillage.com). Please be as detailed as possible, providing the address, proposed use, proposed hours of operation, etc.

The next phase will be to complete a building permit application. While the thought of completing a building permit application can seem daunting, we're here to help!

When submitting a building permit application for alterations, we need the following information to deem it complete:

- Completed building permit application
- Nassau County Assessment form
- 2 sets of drawings
  - Code data worksheet (if needed)
  - At the Superintendent's discretion, if there is no structural construction and the cost is under \$20,000 architectural drawings may not be necessary.
- Plumbing and/or Mechanical permit applications (if necessary)
  - Plumbers must be registered with the Village
- 3rd party inspection application from Electrician
  - Electricians must be registered with the Village
- Contractor
  - Liability and Workmen's Comp certificates with the Village as a certificate holder.
- HVAC Permit (if A/C work is being done)

Most commercial building permit applications are submitted for alterations. In the event that there is a change of use, a zoning analysis will be done by the Superintendent to determine if a variance will be necessary.



# Commercial Building Permit How To's



1

Property Address

2

Type of Improvement

- alteration, change of use, etc.

3

Work Proposed

- brief description of work proposed

4

Proposed Use

- what you are planning to utilize the space for

5

Cost

6

Plumber

- plumbers are responsible for plumbing & gas work

7

Electrician

8

Architect/Engineer (if necessary)

9

Property Owner

10

Contractor

11

Anyone can apply for the building permit, however the property owners signature must be notarized.

12

If you're not doing any plumbing or electrical work, you'll complete the affidavit of no plumbing/electric.

Questions? Feel free to contact us at (516) 599-8828



**BUILDING DEPARTMENT - INC. VILLAGE OF LYNBROOK  
BUILDING PERMIT APPLICATION**

Application # \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_  
 Permit No. \_\_\_\_\_ CO/CC# \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_  
 Property Address: 1 \_\_\_\_\_ Zone: \_\_\_\_\_ Sec: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**I. TYPE AND COST OF BUILDING ALL APPLICANTS COMPLETE PARTS A THROUGH C.**

**A. Type of Improvement**

- 2
1.  New Building/Structure
  2.  Addition (if residential enter# of new housing units added if any, in Part B)
  3.  Alteration (See 2 above)
  4.  Use
  5.  Other

**B. Proposed Use**

- Residential
- |                          |                          |                                      |
|--------------------------|--------------------------|--------------------------------------|
| Existing.                | Proposed                 |                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | One Family                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Two Family                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Multi Family - Number of Units _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Garage                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Other (Specify) _____                |

WORK PROPOSED - Describe in detail use of building & work proposed. If use of existing building is being changed, enter proposed use. \_\_\_\_\_

3

Commercial

Proposed Use 4

**C. Cost**

Electrical: 5 \$ \_\_\_\_\_  
 Plumbing: \$ \_\_\_\_\_  
 Materials: \$ \_\_\_\_\_  
 Labor: \$ \_\_\_\_\_  
 Total Cost of Improvement: \$ \_\_\_\_\_

Cost must be accurate or application will not be reviewed.

6  
 Plumber's Name \_\_\_\_\_ Phone # \_\_\_\_\_

7  
 Electrician's Name \_\_\_\_\_ Phone # \_\_\_\_\_

**II. SELECTED CHARACTERISTICS OF BUILDING**

- D. All Principal Type of Construction must be listed on the Architectural Drawings.**
- E. All Zoning Data must be provided on the Architectural Drawings.**
- F. Commercial applications must include Code Data Worksheet.**

**Note: The plumber and/or electrician must be licensed with the Village of Lynbrook. You must supply the name of the individual, not the company name.**

**Electricians must include 3rd party inspection application with submission.**

**III. IDENTIFICATION - \*ALL FIELDS MUST BE COMPLETED BY ALL APPLICANTS**

Architect/Engineer:	<u>8</u>	_____	_____
		*Name	*Address
		*Phone Number	*Email
Property Owner:	<u>9</u>	_____	_____
		*Name	*Address
		*Phone Number	*Email
Contractor:	<u>10</u>	_____	_____
		*Name	*Address
		*Phone Number	*Email

**Contractor must submit Nassau County Consumer Affairs License, Liability insurance and Worker's Compensation insurance certificates with the Inc. Village of Lynbrook as the Certificate Holder. If the contractor does not employ anyone, then an affidavit (C-105.21) from the Worker's Compensation Board must be submitted.**  
**Property must be owner occupied for homeowner to act as contractor.**

**THE PROPERTY OWNER OF THIS BUILDING AND THE UNDERSIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE INCORPORATED VILLAGE OF LYNBROOK.**

**PROPERTY OWNER'S SIGNATURE MUST BE NOTARIZED**

11

Owner's Name (Printed)

Owner's Signature

\_\_\_\_\_, being duly sworn  
 deposes and says that they are authorized to make this application and perform the work described, herein, and that all statements contained herein are true to the best of his knowledge and belief.

Sworn to before me this \_\_\_\_\_, day of \_\_\_\_\_  
 20\_\_\_\_

\_\_\_\_\_  
 Notary Public

Applicant's Name (Printed)

Applicant's Signature



**INCORPORATED VILLAGE OF LYNBROOK  
ONE COLUMBUS DRIVE  
LYNBROOK, NEW YORK 11563  
(516) 599-8828**

**AFFIDAVIT OF NO PLUMBING AND/OR ELECTRIC**

DATE \_\_\_\_\_

PROPERTY OWNERS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOCATION OF JOB \_\_\_\_\_

This is to certify that I, \_\_\_\_\_, Owner of the above premises, applying for a building permit, being duly sworn, depose and say that there will be no plumbing/electrical work of any nature whatsoever.

I realize that I must apply for a Plumbing/Electrical permit in the event that plumbing/electrical work is installed at a future date.

SIGNED \_\_\_\_\_  
(owner)

Sworn to before me this \_\_\_\_\_

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

\_\_\_\_\_  
Notary Public