

**VILLAGE OF SADDLE ROCK**  
**18 MASEFIELD WAY**  
**GREAT NECK, NEW YORK 11023**  
**516-482-9400**  
**516-482-9403 (fax)**

**PLEASE NOTE:** *The Building Department cannot accept piecemeal applications nor applications not accompanied by fees. Please deliver all the checked items below at the same time.*

\_\_\_\_\_ Two copies of a completed Building Permit, Miscellaneous, or Plumbing/Heating application, together with Affidavit of Owner, in **which all signatures are original**

\_\_\_\_\_ One copy of Nassau County Assessors Form, completed and **signed by the owner**

\_\_\_\_\_ Two sets of complete drawings, disclosing all necessary details and specifications, signed and sealed by a registered architect or a licensed professional engineer

\_\_\_\_\_ Two sealed copies of an up-to-date survey of the property by a licensed surveyor, showing all structures on the property and their dimensions to property lines and to each other, including proposed construction

\_\_\_\_\_ Contractor's Liability, Property Damage, Workmen's Compensations and Disability Insurance Certificate showing the property address where work will be performed, listing the Village of Saddle Rock as additional insured

\_\_\_\_\_ Copy of Nassau County Home Improvement License

\_\_\_\_\_ Certificate of Compliance with the New York State Energy Conservation Code, prepared and signed by a registered architect or professional engineer. This is not required for demolitions, sanitary systems or unheated structures

\_\_\_\_\_ Filing Fee, as per schedule

\_\_\_\_\_ "As Built" Final Survey (at completion of job)

\_\_\_\_\_ Fire Underwriters Certificate (at completion of job)

\_\_\_\_\_ Assessment Form and New York State Department of Environmental Conservation SEQR regulations, when required