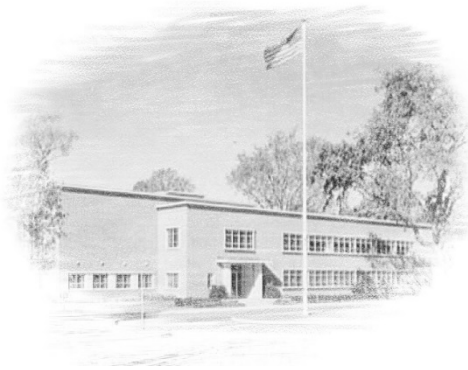


**CEMENT/CONCRETE WASH-OUT SHALL NOT BE  
DUMPED INTO STORM STREETS OR DRAINS**

**ALL PLUMBING AND ELECTRICAL WORK MUST BE  
DONE BY A LICENSED PLUMBER OR LICENSED  
ELECTRICIAN.**

**ALL STRUCTURAL WORK MUST BE DONE BY A  
LICENSED AND INSURED CONTRACTOR.**



**BUILDING DEPARTMENT DOES NOT RECOMMEND  
CONTRACTORS OR LICENSED PROFESSIONALS. A LIST OF  
COMPANIES ARE AVAILABLE UPON REQUEST FOR VIEWING  
WHICH HAVE PERFORMED WORK OR SUBMITTED  
APPLICATIONS IN THE VILLAGE.**

**F.O.I.L. REQUEST(S) CAN TAKE UP TO 30 DAYS TO  
RETRIEVE DOCUMENTS REQUESTED**

**PLEASE CALL US TO VERIFY IF THE  
PROPOSED SCOPE OF WORK REQUIRES  
A PERMIT**

**THE BUILDING DEPARTMENT IS LOCATED ON THE  
2<sup>ND</sup> FLOOR IN THE GARDEN CITY VILLAGE HALL  
351 STEWART AVENUE  
GARDEN CITY, NY 11530**

**SUPERINTENDENT OF BUILDINGS  
AUSBERTO HUERTAS, JR.**

**BUILDING INSPECTOR(S)  
ANDREW FRAME  
JOHN J DEMARTINI  
THOMAS DALY  
RICHARD BARBIERI**

**ELECTRICAL INSPECTOR  
CHRISTOPHER CERIELLO  
CERTIFIED ELECTRICAL INSPECTIONS  
1 (888) 238-1338**

**ADMINISTRATIVE SUPPORT TO  
THE BUILDING DEPARTMENT  
LINDA TORENO  
BARBARA TRUGLIO**

**INSPECTORS AVAILABLE BY APPOINTMENT ONLY:  
MONDAY - FRIDAY  
9:00 AM – 12:30 PM**

**ALL INSPECTION REQUEST REQUIRE A  
48 HR. NOTICE**

**CODE QUESTIONS:  
MONDAY - FRIDAY  
1:00 PM – 3:30 PM**

**YOU CAN REACH US AT  
1-516-465-4040/4041**

## **INCORPORATED VILLAGE OF GARDEN CITY**

**351 STEWART AVENUE  
GARDEN CITY NY 11530**

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**WHEN DO I NEED TO APPLY FOR  
A BUILDING PERMIT?**

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**FOR MORE INFORMATION AND DOWNLOADABLE FORMS  
VISIT OUR WEBSITE AT:**

**[WWW.GARDENCITYNY.NET](http://WWW.GARDENCITYNY.NET)**

# You Must Apply For A Permit For The Following

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- ✓ TO CONSTRUCT OR REPLACE AN EXISTING FENCE
- ✓ TO INSTALL, REPAVE OR REPLACE A FRONT YARD DRIVEWAY
- ✓ LANDSCAPING PLANS, INCLUDING SITE GRADING AND ALTERATIONS
- ✓ STORE FRONT SIGNS
- ✓ TO INSTALL AND /OR REPLACE CENTRAL HEATING AND CENTRAL AIR CONDITIONING
- ✓ OIL TO GAS CONVERSION AND OIL TANK ABANDONMENT
- ✓ TO INSTALL DECKS OR PORTICOS
- ✓ TO INSTALL SWIMMING POOLS, HOT TUBS, AND SAUNAS
- ✓ TO INSTALL OR REPLACE PLUMBING FIXTURES
- ✓ FOR *ADDITIONS* TO BUILDINGS
- ✓ FOR *ALTERATIONS* TO BUILDINGS AND *STRUCTURES*
- ✓ FOR *NEW BUILDINGS AND STRUCTURES*
- ✓ TO INSTALL PERMANENT ELECTRIC GENERATORS (NATURAL GAS OR DIESEL) AND A/C UNITS
- ✓ TO CUT AWAY ANY WALL OR PORTION THEREOF
- ✓ TO REMOVE OR CUT ANY BEAMS OR STRUCTURAL SUPPORTS
- ✓ FOR REMOVAL, CHANGE OR CLOSING OF ANY STAIRWAY OR REQUIRED MEANS OF EXIT
- ✓ TO INSTALL FIREPLACES, INCLUDING DECORATIVE GAS FIREPLACES

- ✓ TO INSTALL CHIMNEYS, WOOD BURNING STOVES AND SIMILAR ITEMS
  - ✓ RENOVATIONS/REMODELING OF KITCHENS AND BATHROOMS
  - ✓ FINISH/REMODELING OF BASEMENTS, INCLUDING EGRESS WINDOWS
  - ✓ RETAINING WALLS
  - ✓ TRELLIS, PERGOLAS OR SIMILAR STRUCTURES
  - ✓ BACKFLOW PREVENTERS
  - ✓ BUILDING LOT SUB-DIVISIONS
  - ✓ DEMOLITION OF ANY STRUCTURE
  - ✓ MAINTAIN AND LEGALIZATION OF ANY STRUCTURES OR SPACES CONSTRUCTED OR INSTALLED WITHOUT THE BENEFIT OF A PERMIT
- 

## ALL BOARD SUBMISSIONS

END OF MONTH SUBMISSIONS ARE REQUIRED TO BE INCLUDED IN THE NEXT AVAILABLE AGENDA.

### ZONING BOARD OF APPEALS

- 2 MONTH LEAD TIME

### ARCHITECTURAL DESIGN REVIEW BOARD

- 2 MONTH LEAD TIME

### PLANNING COMMISSION

- 1 MONTH LEAD TIME

### ZONING CHANGE REVIEW COMMITTEE

- 1 MONTH LEAD TIME

**ALL BOARD REVIEW WAIT TIMES ARE SUBJECT TO CHANGE**

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All Elevators, Escalators and Dumbwaiters are require to be inspected on a Bi-Annual schedule and filed with the Buildings Department.

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## DEFINITIONS:

**ADDITION:** EXTENSION OR INCREASE IN AREA OR HEIGHT OF A BUILDING.

**ALTERED OR ALTERATION:** ANY CHANGE, ADDITION OR MODIFICATION IN CONSTRUCTION OR ARRANGEMENT OF A BUILDING OR STRUCTURE; OR ANY CHANGE IN USE FROM THAT OF ONE DISTRICT CLASSIFICATION TO ANOTHER; OR REMOVAL OF A BUILDING OR STRUCTURE FROM ONE LOCATION TO ANOTHER.

**BUILDING:** ANY STRUCTURE, OR ANY PART THEREOF, USED OR INTENDED FOR SUPPORTING OR SHELTERING ANY USE OR OCCUPANCY.

**PLUMBING:** SHALL MEAN AND INCLUDE (BUT NOT LIMITED TO) ALL OF THE FOLLOWING SUPPLIED FACILITIES AND EQUIPMENT: GAS PIPES, GAS BURNING EQUIPMENT, WATER PIPES, WATER CLOSETS, SINKS, INSTALLED DISHWASHERS, LAVATORIES, BATHTUBS, SHOWER BATHS, CATCH BASINS, DRAINS, VENTS, AND ANY OTHER SIMILAR SUPPLIED FIXTURES, TOGETHER WITH ALL CONNECTIONS TO WATER SEWAGE.

**ELECTRICAL:** SHALL MEAN AND INCLUDE (BUT NOT LIMITED TO) ALL ELECTRICAL WIRING, APPARATUS, FITTINGS, APPLIANCES OF EQUIPMENT FOR THE TRANSMISSION, DISTRIBUTION OR UTILIZATION OF ELECTRICAL ENERGY, HEREAFTER INSTALLED WITHIN OR ON ANY BUILDING OR STRUCTURE, EXCEPT FUSE RENEWALS, INCANDESCENT LAMPS AND PORTABLE APPLIANCES WHICH, TOGETHER WITH THEIR CABLES AND ATTACHMENTS, HAVE BEEN APPROVED FOR CONNECTION TO APPROPRIATE PARTS OF THE PERMANENT ELECTRICAL EQUIPMENT

**STRUCTURE:** ANY COMBINATION OF MATERIALS FORMING ANY CONSTRUCTION AND INCLUDING, AMONG OTHER THINGS, HEATING OR AIR-CONDITIONING UNITS, STADIUMS, TENTS, TRAILERS (WHETHER MOVABLE OR STATIONARY), REVIEWING STANDS, PLATFORMS MORE THAN SIX INCHES ABOVE GROUND LEVEL, UNENCLOSED PORCHES, GAZEBOs, STAGINGS, OBSERVATION TOWERS, RADIO AND TELEVISION TOWERS AND ANTENNAS, GASOLINE PUMPS, WATER TANKS, STANDPIPES, OUTDOOR BINS AND SHEDS MORE THAN 80 SQUARE FEET IN AREA, OUTDOOR POOLS, WALLS MORE THAN ONE FOOT HIGH, FENCES, TRELLISES, PERGOLAS, GATES, GATEPOSTS AND SIGNS. THE WORD "STRUCTURE" SHALL BE CONSTRUED AS THOUGH FOLLOWED BY THE WORDS "OR PART THEREOF."

- ✓ ALL *ELECTRICAL* WORK TO BE PERFORMED BY A LICENSED ELECTRICIAN AND MUST BE PRESENT FOR THEIR INSPECTIONS.
- ✓ ALL *PLUMBING* WORK IS TO BE PERFORMED BY A LICENSED PLUMBER AND MUST BE PRESENT FOR THEIR INSPECTIONS.

SEE §200-3 TERMS DEFINED FOR ADDITIONAL INFORMATION

**NO WORK IS TO COMMENCE WITHOUT A PERMIT BEING ISSUED AND IS DISPLAYED ON THE PREMISES. SUBMISSION OF APPLICATION IS NOT A PERMIT.**