

INCORPORATED VILLAGE OF UPPER BROOKVILLE
24 WOLVER HOLLOW ROAD
GLEN HEAD, NY 11545
516-624-7715 EXT. 3
BUILDING DEPARTMENT

INSTRUCTIONS/REQUIREMENTS FOR FILING A DEMOLITION PERMIT

1. Two (2) standard permit application forms completely filled out with notarized Owner's signature.
2. Proof of ownership if new homeowner (deed or tax bill).
3. Letters of disconnection of utility services (PSEG, National Grid, water, sanitary).
4. Nassau County Health Dept Rodent Free Certificate - Contact Health Dept @ 516 227 9715.
5. New York State Department of Labor Asbestos Regulation (See Labor Law §241(10); 12NYCRR 56-5.1(a) requires that an asbestos survey be conducted by a licensed asbestos contractor using a certified asbestos inspector to determine if asbestos material will be disturbed during repairs, renovation, remodel, demolition or any work that may result in an asbestos disturbance.
6. Submit an Excavation Affidavit – Standard Village Form.
7. Complete Board of Assessor's Form. (<https://www.nassaucountyny.gov>)
8. Two (2) copies of a recent property survey highlighting location of structure/s to be demolished. Survey must be clean copy with name, signature, and professional seal of surveyor clearly visible. Survey must show ALL existing structures on property.
9. Insurance Certificates (see permit application for insurance details).
10. Permit fee: Demolition of Principal dwelling \$4,000.00
 Demolition of Accessory structure (over 4,800 cubic feet)
 \$1,000.00

THE FOLLOWING IS REQUIRED TO OBTAIN A CERTIFICATE OF COMPLETION*:

1. Construction materials and removal debris shall not be buried or left on-site.
2. Carting receipts for proper disposal will be required prior to close out of demolition permit.
3. Submit minimum (4) four photographs of the removal process and sub-grade condition showing removal of material prior to backfill.
4. All excavations, declivities and/or depressions on the site caused by the demolition process must be leveled with clean backfill as determined by the Village Engineer.
5. All sanitary and drywell systems may not be abandoned in place. They must be removed in their entirety and filled with clean backfill as determined by the Village Engineer.
6. No demolition of a principal dwelling may allow existing fuel tanks to remain or be abandoned in place. These tanks must be removed in accordance with the Village's and County's removal requirements and filled with clean backfill as determined by the Village Engineer.
7. Final Inspection.

***OBTAINING A CERTIFICATE OF COMPLETION IS THE HOMEOWNER'S RESPONSIBILITY.**