



INCORPORATED VILLAGE OF MUTTONTOWN BUILDING DEPARTMENT

Dr. James M. Liguori
MAYOR

Joe Russo
ACTING CLERK

Building Permit Application Instructions

An application for a building permit shall contain the following:

1. Fully completed application form, which can be downloaded [here](#). All fields must be complete. If field does not apply, fill with "N/A"
2. Site, lot and drainage plan containing the information as listed in Chapter 144 Site Plan Review of the Village Code. All calculations & direction for drainage shall be provided & be in compliance with all applicable codes (Village of Muttontown, Nassau County Health Department & NY State)
3. Excavations shall comply with Chapter 62 Excavation and Grading of the Village Code
4. Building plans shall be in a scale of ¼ inch equals 1 foot on 24x36inch sheets drawn by a NY licensed professional Architect or Engineer. He/she shall affix his or her seal & original signature on each sheet. All information necessary to review prior to SARB and/or Zoning (3 copies) shall be submitted. These include but are not limited to:
 - a. Site Plan as described in Site Plan Review
 - b. Floor Plans
 - c. Elevations as described in site plan review
 - d. Landscape Plan with color depictions & labels
 - e. Photographs of site & neighboring homes within 1000 feet
 - f. Colors & textures of materials proposed to be used submitted with samples and/or boards
5. Upon approval, complete & detailed construction plans are required. Minimum of 2 copies. One set of approval stamped plans will be issued which are required to remain onsite. Adequate protection on the part of the contractor/homeowner will be afforded these documents and made available on request at any inspection or visit.
6. ResCheck, ComCheck, Manual J,S &D are all required as they apply. Refer to the New York State Energy Conservation & Construction Code.
7. A survey of conditions prior to construction, a footing and foundation survey as well as a final survey are all required. Refer to chapter 144 § 144-1 for requirements.
8. All contractors are required to submit:
 - a. Copy of current Nassau County issued license
 - b. Copy of current General Liability Insurance with village as Certificate Holder and Additional Insured
 - c. Copy of Workers Compensation & Disability Insurance or Exemption form with the village as Certificate Holder
9. Applicant is responsible for knowing & arranging with the Building Department appointments for all required inspections

Call the Building Department for any other information. SARB Requirements List attached, if applicable.

SARB REQUIREMENTS FOR DWELLINGS, ADDITIONS, ACCESSORY STRUCTURES & POOLS

(2) COPIES OF CURRENT SURVEY

(2) COPIES OF PROPOSED SITE PLAN

COLORED COPIES OF PROPOSED LANDSCAPE PLAN

(2) full size & (3) 11x17

(2) 8 ½ x 11 colored copies of proposed plantings
(include names/labels of each plant/shrub/tree)

DESIGN PLANS (24x36 conceptual floor plans & elevations signed & sealed)

(2) full size B&W and (2) 11x17 color renderings

(1) MATERIAL SAMPLE BOARD

PHOTOS OF NEIGHBORING HOUSES WITHIN 1000 FEET

(For new dwelling submissions only)

(2) 8 ½ x 11 colored copies