

KNOW BEFORE YOU GROW WITH US

HELPFUL TIPS FOR NEW BUSINESSES



Be Informed. Be Prepared.

We provide the following flow chart to assist new business owners navigate the permitting process to improved efficiency and reduce the chance of getting knocked off course in your pursue to opening a successful enterprise in within the Port Washington B.I.D.

1

Where am I?

Depending on your location, you may have different requirements. Know who issues which permit and prepare for appropriate lead time. Your proposed business may be located in one of the 3 villages or in the unincorporated Town of North Hempstead. *Coming Soon*

Local Jurisdiction

- Building Codes
- Zoning Codes
- Public Assembly licenses.
- Parking Requirements
- Sign and/or Awning permits

New York State

Various Rules & Regs shall be implemented through the jurisdiction being considered including drinking fountain, ADA compliance.

Nassau County

- Fire Marshall
- Health Department

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Build Your Team

1. Consult/hire an attorney with knowledge of permitting process in your jurisdiction. A knowledgeable attorney can save you time, money and potential aggravation.
2. Consult/hire a design professional/architect with experience with permitting, zoning, variance applications.
3. Consult/hire and expeditor. An expeditor can address your unique considerations and manage the permitting submission process for improved efficiency.

ASK

Do you have experience in my village or town?

See Helpful Contacts

for phone numbers and more

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Intended Use

Scope out potential locations/properties of interest

- Know and understand **zoning codes** for your intended use in the jurisdiction. Save time and money when you start with knowledge of zoning codes. Ask your realtor to scope out those properties that can easily accommodate your intended use.
- Consider **building use, occupancy** and parking requirements. Parking restrictions can impact your ability to accommodate your vision in terms of occupancy. This needs to be understood early in the process, and to determine if a variance may be required.
- If there are properties that are of **potential interest** but do not allow for intended use, flag them for consideration based on other alternatives.

ASK

What is the building capacity for this space? What is the likelihood of getting a variance if needed?

ASK

What is the parking requirement for my intended use? Will I need a variance?

Verify

Consult ToNH Zoning maps [HERE](#)

Scope, Timing, Cost

Educate yourself on the scope of requirements for your project.

Ask these questions:

- What permits will I need, and from whom? (Plumbing, Health, Fire, Parking, Building, Electrical, etc.)
- What variances will I need and what is the likelihood of their approval?
- How long will it take to get the permits I need to be approved?
- What are the costs associated with the construction, the permits and the timing?
- What is their typical fee for an expeditor?
- With the assistance of your design professional, review [Commercial Plan Checklist](#) and [Commercial Building Permit Application](#)

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Begin Active Dialogue

- Open a dialogue with the appropriate people at the **Building Department** in your jurisdiction. This dialogue may take place with the design professional/architect, but it is advisable to understand EXACTLY what is transpiring along the way and be completely in the loop with these discussions to avoid issues later on in the process.
- At the same time, in parallel with the Building Department, you should be aware of the requirements of any from the **Fire Marshal**, the **Health Department** and any other regulatory groups within the jurisdiction that are involved in your project.

Verify

Consult ToNH Zoning Code [HERE](#)

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Tips for What's Next

Submit Plans to Building Department

- You and your design professional should monitor progress of the project with the Building Department through their Website/On-Line System, Town of North Hempstead Citizen Serve.
- Quickly respond to inquiries and questions that arise and contact the Building Department with any other questions.

ASK

Who should be the applicant of record? You as business owner or the contractor?

If it's the contractor, make sure the permit gets closed.

Outside

- Parking allowance
- Signs and awnings
- Garbage pick up
- Sidewalk care
- Right of way access

Close the Permit

It is the responsibility of the applicant to ensure the permit is closed.

Inside

- Plumbing/electrical upgrades, additions or alterations
- Structural modifications
- HVAC
- Underwriters (Electric)
- Sprinkler sign-off
- Fire alarm sign-off
- Public assembly if applicable requires separate inspection
- Board of health if applicable.

Before You Open

- Contact Port Washington B.I.D. to get your business listed on the Try Port First App. Register your email so you can receive important announcements and updates. Like and follow on social pages and we will share.
- Notify your managers and/or tenants of the proper procedure and location for commercial garbage pick up services.
- The black public trash receptacles on the main commercial corridors are not intended for household or commercial garbage. Violators will be ticketed and face significant fines.

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Business Checklist

I am planning on Opening a Business

- Contacted Port Washington B.I.D. to learn more about Greater Port Washington.

I just identified a space for my business

- Contacted Town of North Hempstead Building Department to request records for my intended space and to inquire about its use.

I want to renovate/adapt the space for my business

- Contacted Town of North Hempstead Building Department with my architect/contractor/expeditor to make sure the plans comply with applicable state and municipal codes.
- Applied for all necessary approvals and permits

My business provides food services

- Called Nassau County Board of Health to ensure my plans comply with the County Health Code.

Before I open my business, I have:

- Confirmed that I complied with all zoning requirements and was granted permits and variance (if applicable) from the Building Department and Board of Zoning and Appeals.
- Received proper documentation from the Town of North Hempstead Building Department (certificates, licenses, etc).