

Know Before You Grow with Us

Being Informed and Being Prepared will make the permitting process more efficient and reduce the chance of being knocked off course in your pursuit of opening a successful enterprise in the Port Washington B.I.D. We provide the following flow chart to assist you to navigate the process.

STEP 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.

NEW YORK STATE

- Various rules and regulations - Implemented through the jurisdiction being considered.
- Drinking fountain requirements, ADA compliance, are examples.

NASSAU COUNTY

- Fire Marshall
- Health Department
- Dept of Public Works

LOCAL JURISDICTION

- Building Codes
- Zoning Codes
- Public Assembly licenses
- Sign and/or awning permit(s)

STEP 2 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.

STEP 3 Intended Use

1. Scope out potential locations/properties of interest
 - a. 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.
 - b. Consider building use, occupancy, and parking requirements. Parking requirements can impact your ability to accommodate your vision in terms of occupancy. This needs to be understood early in the process, and to understand if a variance may be required.
 - c. If there are properties that are of potential interest but do not allow for intended use, flag them for consideration based on other alternatives.
2. Verify if the property under consideration is actually zoned for your intended use.
 - a. Consult zoning map ToNH Zoning Code.
 - b. Consult Town of North Hempstead Building code ToNH Zoning maps for properties in the unincorporated area Town of North Hempstead and within the B.I.D.
 - c. If unclear, call and speak to Building Department directly. Call (516) 869-6311

DID YOU KNOW?

The zoning code sets forth the minimum off-street parking requirements for each use. The standards in place are based on the square footage of the building and are in proportion to the amount of vehicle traffic generated by the use. If the proposed site is within a shopping center or strip mall with a shared parking lot, the other uses in the lot will be a factor in determining the parking calculation. Where insufficient off-street parking exists, applicants may wish to consult with their attorney to determine if a parking variance should be sought from the Board of Zoning and Appeals.

The zoning code also specifies when a loading area is required for a commercial use. An applicant should also be mindful of providing required ADA accessible parking spaces.

"What is 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?"

STEP 4 Scope, Timing & Costs

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 the typical fee for an expeditor?
- With the assistance of your design professional, review checklist.

STEP 5 Begin Active Dialogue with the Building Department

- 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 from the Fire Marshal, the Health Department and any other regulatory groups within the jurisdiction that are involved in your project.



Tips For What's Next?

Submit Plans to the Building Department for Review and Validation

- You and your design professional should monitor progress of the project with the Building Department. If in ToNH, use their Website/On-Line System, Town of North Hempstead Citizen Serve (www.mytonh.com).
- Quickly respond to inquiries and questions that arise and contact the Building Department with any other questions.

CLOSE THE PERMIT

- It is the responsibility of the applicant to ensure the permit is closed.
- Possible Permits need for the Inside
 - Plumbing/electrical upgrades, additions or alterations
 - Structural modifications
 - HVAC
 - Underwriters (Electric)
 - Sprinkler sign off - if applicable
 - Fire alarm sign off - if applicable
 - Public assembly - if applicable, requires separate inspection
 - Board of Health - if applicable
- Possible Permits needed for the Outside
 - Parking requirements
 - Signs and awnings
 - Garbage pick-up
 - Sidewalk care
 - Right of way access

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

ASK

If it is the contractor, make sure the permit gets closed.

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