



# Incorporated Village of Lake Grove

980 HAWKINS AVE., P.O. BOX 708, LAKE GROVE, NY 11755-0708  
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## BUILDING DEPARTMENT

August 7, 2024

To All Building Permit Submitters:

Effective Immediately All Residential Building Permit Applications Will require the Following:

- Signed & Notarized Application with Homeowners Telephone Number
- 2 Sets of Signed & Stamped Plans
- Current Survey
- Contractors Insurance Workers Compensation Form C105.2.
- NYS Disability & Liability Naming the Village of Lake Grove as Additional Insured
- Notarized Affidavit from Homeowner Acknowledging That the Issued Permit is Good for Only 1 Year and is Their Responsibility to Close out
- Contractors License
- Suffolk County Health Dept. Approval if Applicable
- Copy of Certificate of Occupancy and or Certificate of Compliance for All Existing Structures
- Provide a Flash Drive with All the Above on It
- Incomplete Submittals Will Be Returned

Sincerely

BUILDING DEPT