



# Roslyn Harbor

500 MOTTS COVE ROAD SOUTH, ROSLYN HARBOR, NY 11576  
TEL # (516) 621-0368 FAX # (516) 621-1803  
WWW.ROSLYNHARBOR.ORG

## AMENDMENT TO BUILDING PERMIT APPLICATION

**Note: First Amendment is \$50.00**  
**Additional \$50.00 is added to fee for each new Amendment**  
**plus cost for additional proposed work**

### Instructions:

1. Fill out the attached application in its entirety.
2. Submit 2 copies of *Amended* building *plans* only.
3. If footprint is being amended, submit 3 copies of survey or site plan reflecting changes.
4. If contractor performing the work is being changed, a notarized letter from the property owner stating the change must be submitted, along with a copy of the new contractor's insurance information (*Liability, Worker's Comp, Disability, Nassau County Consumer Affairs License & Hold Harmless*).
5. Submit amendment fee, in addition to any fees associated with additional work. Please make checks payable to the Village of Roslyn Harbor.
6. Other: \_\_\_\_\_  
\_\_\_\_\_



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## AMENDMENT TO BUILDING PERMIT APPLICATION

PERMIT NO: \_\_\_\_\_ DATE: \_\_\_\_\_ AMENDMENT FEE \$ \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Section: \_\_\_\_ Block: \_\_\_\_ Lot (s): \_\_\_\_ Zone: \_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant's Name (If Other than Owner):** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Project:** \_\_\_\_\_

**Explain in detail the scope and purpose for amending the existing permit, including two (2) copies of any changes to the site plans and/or building plans.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Cost of Construction: \$ \_\_\_\_\_

**APPLICATION IS HEREBY MADE to the Building Department and is subject to the provisions of Building & Zoning Codes.**

\_\_\_\_\_  
Owner's Name (Print)                      Signature                      Date

\_\_\_\_\_  
Applicant's Name (Print)                      Signature                      Date

**FOR VILLAGE USE ONLY**  
**BUILDING INSPECTOR APPROVAL**  
  
Signed: \_\_\_\_\_  
  
Date: \_\_\_\_\_