

BILL NO. 6 OF 2025

A local law to amend Lake Success Code Chapter 42 entitled “Building and Fire Prevention Code Administration.”

BE IT ENACTED by the Board of Trustees of the Village of Lake Success as follows:

Section One. Lake Success Code Section 42-4 entitled “Building permits” subsection B entitled “Exemptions” is hereby amended as follows:

Exemptions. No building permit shall be required for work in any of the following categories:

- (1) Installation of swings and other playground equipment associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses);
- (2) Installation of partitions or movable cases less than five feet nine inches in height;
- (3) Painting, wallpapering, carpeting, or other similar finish work;
- (4) Installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances;
- (5) Repairs, provided that such repairs do not involve:
 - (a) The removal or cutting away of a load-bearing wall, partition, or portion thereof, or of any structural beam or load-bearing component;
 - (b) The removal or change of any required means of egress; or the rearrangement of parts of a structure in a manner which affects egress;
 - (c) The enlargement, alteration, replacement or relocation of any building system; or
 - (d) The removal from service of all or part of a fire protection system for any period of time.

Section Two. Lake Success Code Section 42-4 entitled “Building permits” subsection D entitled “Applications for building permits” is hereby amended as follows:

Applications for building permits. Applications for a building permit shall be made in writing on a form provided by or otherwise acceptable to the Code Enforcement Officer. The application shall be signed by the owner of the property where the work is to be performed or by an authorized agent of the owner. The application shall include such information as the Code Enforcement Officer deems sufficient to permit a determination by the Code Enforcement Officer that the intended work complies with all applicable requirements of the Uniform Code and the Energy Code. The application shall include or be accompanied by the following information and documentation:

- (1) A description of the proposed work. In the event that the proposed work involves the demolition of a building or structure without a plan for the construction of a new building or structure, such description shall include a site plan depicting the restoration of the property and the disconnection of all utilities, private wells and on-site septic systems.
- (2) The Tax Map number and the street address of the premises where the work is to be performed;
- (3) The occupancy classification of any affected building or structure;
- (4) Where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code; and
- (5) At least two sets of construction documents and one electronic set on a USB drive (drawings and/or specifications) which:
 - (a) Define the scope of the proposed work;
 - (b) Are prepared by a New York State registered architect or licensed professional engineer where so required by the Education Law;
 - (c) Indicate with sufficient clarity and detail the nature and extent of the work proposed;
 - (d) Substantiate that the proposed work will comply with the Uniform Code and the Energy Code; and

- (e) Where applicable, include a site plan that shows any existing and proposed buildings and structures on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the buildings and structures and the lot lines.
- (6) Architect must certify that submitted plans meet the _____ requirements of the NYS Building and Fire Code.
- (7) Architect must certify to the best of their knowledge the estimated total cost of construction.
- (8) Any additional documents required by the Code Enforcement Officer to determine that the proposed work will comply with the Uniform Code and the Energy Code.

Section Three. Lake Success Code Section 42-4 entitled “Building permits” subsection I entitled “Time limits” is hereby amended as follows:

Time limits for residential building permits. Building permits shall become invalid unless the authorized work is commenced within six months following the date of issuance. Building permits shall expire 12 months after the date of issuance. A building permit which has become invalid or which has expired pursuant to this subsection may be renewed upon application by the permit holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer, but in no event shall such permit extend beyond two years from the date of issuance.

Time limits for commercial building permits. Building permits shall become invalid unless the authorized work is commenced within six months following the date of the issuance. Building permits shall expire one year after the date of issuance. Building permits for new buildings and substantial renovations may be extended beyond the one-year period for three-month intervals. Building permits may be extended beyond two years for three-month intervals only if the contractor can establish that diligent efforts are being made to expeditiously complete construction and the extension is approved by resolution of the Board of Trustees.

Section Four. Lake Success Code Section 42-4 entitled “Building construction” subsection B entitled “Elements of work to be inspected” is hereby amended as follows:

Elements of work to be inspected. The following elements of the construction process shall be inspected, where applicable:

- (1) Work site prior to the issuance of a building permit;
- (2) Footing and foundation;
- (3) Preparation for concrete slab;
- (4) Framing;
- (5) Building systems, including underground and rough-in;
- (6) Fire-resistant construction;
- (7) Fire-resistant penetrations;
- (8) Heating appliances, chimneys, flues or gas vents;
- (9) Energy Code compliance;
- (10) Any additional inspections as required by the Code Enforcement Officer; and
- (11) A final inspection after all work authorized by the building permit has been completed.

Section Five. Lake Success Code Section 42-7 entitled “Certificates of occupancy/certificates of completion” is hereby retitled to “Certificates of occupancy/certificates of completion; certificates of approval and amended to read as follows:

- A. Certificates of occupancy/certificates of completion required and/or certificates of approval required. A certificate of occupancy/certificate of completion and/or certificate of approval shall be required for any work which is the subject of a building permit and for all structures, buildings, or portions thereof, which are converted from one use or occupancy classification or subclassification to another. Permission to use or occupy a building or structure, or portion thereof, for which a building permit was previously issued shall be granted only by issuance of a certificate of occupancy/certificate of completion and/or certificate of approval. A Certificate of approval may be incorporated in a certificate of occupancy or certificate of completion.
- B. Issuance of certificates of occupancy/certificates of completion and/or certificates of approval. The Code

Enforcement Officer shall issue a certificate of occupancy/certificate of completion and/or certificate of approval if the work which was the subject of the building permit was completed in accordance with all applicable provisions of the Uniform Code and Energy Code and, if applicable, the structure, building or portion thereof that was converted from one use or occupancy classification or subclassification to another complies with all applicable provisions of the Uniform Code and Energy Code. The Code Enforcement Officer or an inspector authorized by the Code Enforcement Officer shall inspect the building, structure or work prior to the issuance of a certificate of occupancy/certificate of completion and/or certificate of approval. In addition, where applicable, the following documents, prepared in accordance with the provisions of the Uniform Code by such person or persons as may be designated by or otherwise acceptable to the Code Enforcement Officer, at the expense of the applicant for the certificate of occupancy/certificate of completion, shall be provided to the Code Enforcement Officer prior to the issuance of the certificate of occupancy/certificate of completion and/or certificate of approval:

- (1) A written statement of structural observations and/or a final report of special inspections;
- (2) Electrical certification;
- (3) Final survey;
- (4) Flood hazard certifications; and
- (5) A certification from the architect or engineer of record, duly licensed to practice in the State of New York, stating that the work performed was done under its general supervision and control and that based upon observations and knowledge the building was constructed and/or altered in accordance with the approved filed plans and the regulations of the Village and the New York State Uniform Fire Prevention and Building Code.

C. Contents of certificates of occupancy/certificates of completion and/or certificates of approval. A certificate of occupancy/certificate of completion and/or certificate of approval shall contain the following information:

- (1) The building permit number, if any;
- (2) The date of issuance of the building permit, if any;
- (3) The name, address and Tax Map number of the property;
- (4) If the certificate of occupancy/certificate of completion and/or certificate of approval is not applicable to an entire structure, a description of that portion of the structure for which the certificate of occupancy/certificate of completion is issued;
- (5) The use and occupancy classification of the structure;
- (6) The type of construction of the structure;
- (7) The assembly occupant load of the structure, if any;
- (8) If an automatic sprinkler system is provided, a notation as to whether the sprinkler system is required;
- (9) Any special conditions imposed in connection with the issuance of the building permit; and
- (10) The signature of the Code Enforcement Officer issuing the certificate of occupancy/certificate of completion and/or certificate of approval and the date of issuance.

D. Revocation or suspension of certificates. If the Code Enforcement Officer determines that a certificate of occupancy/certificate of completion and/or certificate of approval was issued in error because of incorrect, inaccurate or incomplete information, and if the relevant deficiencies are not corrected to the satisfaction of the Code Enforcement Officer within such period of time as shall be specified by the Code Enforcement Officer, the Code Enforcement Officer shall revoke or suspend such certificate.

Fee. The fee specified in or determined in accordance with the provisions set forth in § 42-18, Fees, of this chapter must be paid at

the time of submission of an application for a certificate of occupancy/certificate of completion and/or certificate of approval.

Section Six. Lake Success Code Section 42-9 entitled “Registration of plumbers and electricians” is hereby retitled to “Registration of general contractors, plumbers and electricians” and amended to read as follows:

No person shall engage in the business of construction, plumbing or as an electrician within the Village until registering with the Board of Trustees. Any applicant for registration must submit documentary proof that he/she is either a duly licensed plumber or a duly licensed electrician in Nassau County. A residential general contractor must have a Nassau County Consumer Affairs license. The general contractor must also have general liability New York State Workers’ Compensation and Disability insurance.

- A. Each applicant for registration shall pay a bi-annual fee as stated in the Schedule of Fees adopted by resolution of the Board of Trustees^[1] for registration to engage in the plumbing or electrical business in this Village.
[1] Editor's Note: See Ch. A111, Fees.
- B. Registration shall expire on the last day of the second year, irrespective of the date of issue.

Section Seven. This local law shall take effect immediately upon filing with the Secretary of State.