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**Town of Hempstead
Department of Buildings
1 Washington Street, Hempstead, N.Y. 11550-4923
(516) 538-8500**

**INSTRUCTIONS FOR FILING A BUILDING PERMIT FOR MOTHER-
DAUGHTER/IMMEDIATE FAMILY USE**

ALL APPLICATIONS SHALL INCLUDE THE FOLLOWING INFORMATION:

1. [A Property Owner's Affidavit Form.](#)
2. A complete (unaltered) survey by a licensed land surveyor.
3. A complete [Supplementary Statement Form](#). Upload to a new tab labeled **"Supplementary Statement"**.
4. A plot plan which shall indicate all existing and proposed buildings and structures as well as the parking for all cars listed on the supplementary statement.
5. Complete floor plans, which shall include ALL floor, room use, decks, awnings, entrances, windows, doors and stairs. The floor plans submitted shall also indicate Primary and Secondary Kitchen Units with fixtures. If construction or alteration is required or proposed, a separate application shall be filed in accordance with the instructions for filing "of alterations and structures of minor character." Upload to "Detailed architectural & structural construction plan" tab.
6. **A non-structural plan will also be required for each set of floor plans showing how the dwelling is to be reverted back to a single dwelling unit after the mother- daughter/immediate family use has ceased. This is to be uploaded to the "Plans" tab.**
7. A recent Building Department Record Search. (A fee of **\$25.00** dollars is required.)
8. [A recent PSEG bill which includes owner's name and address.](#)
9. [A copy of a deed.](#)
10. A minimum of four photographs that clearly depict each side of the dwelling in its entirety, taken during the daylight hours and clearly showing the electric meter servicing the dwelling.
11. Filing fee of **\$150.00**
12. A [Plumbing Permit](#) is required to install or maintain the secondary kitchen fixtures. This will be a separate filing by a licensed plumber in the Town of Hempstead

- **Photographs of documents will not be accepted. All documents must be scanned and uploaded as a PDF**

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All applications for mother-daughter/immediate family use shall be considered by the Board of Architectural Review in compliance with the Town Code Chapter 85-3 before transferal to the Board of Zoning Appeals for public hearing. Upon review from the Board of Architectural Review, a resolution will be drafted and the application will be forwarded to the Board of Zoning Appeals for the scheduling of a hearing. Additional filings will be required at the Board of Zoning Appeals.

NOTE: It is the policy of this department to abandon and destroy, without notification, any application that has been left dormant by the owner or agent thereof for 90 days. All fees paid in relation to such an application will be non-refundable and non-transferable the application and supplementary statements are sworn statements. Anyone knowingly entering false information thereon may be guilty of a criminal offense.