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

**INSTRUCTIONS FOR FILING FOR A BUILDING PERMIT TO USE A ONE FAMILY
DWELLING AS A SENIOR RESIDENCE UNIT**

A Senior Residence Use permit allows resident homeowners over the age of 62 to install a second kitchen and or separate entrance temporarily. This permit must be inspected and renewed every two years.

***At least one (1) of the two (2) separate dwelling areas authorized by a senior residence permit shall not exceed eight hundred (800) square feet in total floor space or a variance grant will be required from the Board of Zoning Appeals.

1. [An Affidavit of Property Owner Form.](#)
2. A copy of a complete (unaltered) survey by a licensed land surveyor.
3. [A Supplementary Statement affidavit.](#)
4. A plot plan, which shall indicate all existing and proposed buildings and structures as well as the proposed parking, required for all cars as listed on the Supplementary Statement.
5. Complete floor plans, which shall include ALL floors, room uses, doors and stairs. The floor plans submitted shall also indicate Primary and Secondary Kitchen Units and fixtures. If construction or alteration is required or proposed, a separate application shall be filed in accordance with the instructions for filing "for alterations and structures of minor character."
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 use has ceased. This should be titled a "Reversion Plan" when uploaded
7. A [Recent Tax Bill](#), showing Section, Block and Lot and owners name and address.
8. Sworn affidavits signed by the owner. [Affidavit of Residence](#), [Affidavits of Tenant/ Lessee](#) , and [Consent for Inspection](#).
9. Documentary proof of age (i.e. driver's license, birth certificate, etc.)
10. [Declaration of Restrictive Covenants](#).
11. A Tax Map Verification Letter required by Nassau County Department of Assessment. This document is available upon request. Please visit <https://lrv.nassaucountyny.gov/tmv/> .There is a **\$355.00** Fee associated with this letter.
12. All building permits numbers and/or application numbers for lot on application. (A fee of **\$25.00** is required for a Building Department Record Search.) A request for this search to be performed internally may be submitted and the required fee be charged upon final payment.
13. A recent [PSEG bill](#), which includes the owner's name and address.
14. [A copy of the deed](#).
15. A minimum of four photographs that depict each side of the dwelling in its entirety. Photographs shall be taken during the daylight hours and shall clearly depict the electric meter of the house.

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

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Building Permit Filing Fee of **\$150.00**, payable at time of application. An additional **\$50.00** certificate of completion fee payable at time of permit issuance.

A Plumbing Permit is required to install or maintain the secondary kitchen fixtures. This is a separate permit that must be filed by a Town of Hempstead Licensed Plumber.

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 ninety (90) days. All fees paid in relation to such an application will be non-refundable and non-transferable. Applications and/or supplementary statements that are illegible, or that contain erasures or scratched out words will not be accepted. The application and supplementary statements are sworn statements. Anyone knowingly entering false information thereon may be guilty of a criminal offense.