

BULLETIN

Permitting Tips

(2/10/14)

This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggest Tenant's architect and engineer pursue further as it relates to Tenant's contract documents. Landlord makes no representations on the completeness or accuracy of this information. Tenant is responsible to research and obtain all entitlements governing the project.

Below is a summary of building permit information intended only for quick reference. See full Building Permit Requirements information after this summary.

Roosevelt Field Mall Building Permit Summary – CONTACT INFORMATION

Roosevelt Field Mall

630 Old County Road
Garden City, NY 11530
Mall Management Office
516-742-8001

Town of Hempstead

One Washington Street
2nd Floor
Hempstead, NY 11550
516-538-8500
www.townofhempstead.org

Nassau County Department of Public Works

1194 Prospect Avenue
Westbury, NY 11590-2723
www.nassaucountyny.gov

Permit Expediting

Richard M. Bivone, President
RMB Development Consulting Inc.
308 East Meadow Avenue
East Meadow, NY, 11554
516-396-0600
rmb@rmbny.com

Nassau County Board of Health

106 Charles Lindbergh Blvd.
Uniondale, NY 11553
516-227-9697 / weekdays 9am-4:45 pm
516-742-6154 / after hours & weekend
emergencies
www.nassaucountyny.gov

Nassau County Department of Public Works

1194 Prospect Avenue
Westbury, NY 11590-2723

Grease Interceptors

Marciano Cipriano
Nassau County Department of Public Works
3340 Merrick Road
Wantagh, NY 11793
Phone 516-571-7352
Email mcipriano@nassaucountyny.gov
www.nassaucountyny.gov

Nassau County Fire Marshals Office

1194 Prospect Avenue
Westbury, NY 11590
516-573-9900
www.nassaucountyny.gov

Town of Hempstead Water Department

1995 Prospect Avenue
East Meadow, NY 11554
516-794-8181
www.townofhempstead.org

General Requirements and Process

The Town of Hempstead Department of Buildings requires Mall Management's signature on the permit application for filing.

- Sprinkler plans must be included in plan submission.
- Drawings are required to be signed and sealed, either by a PE or AE.
- Contractor must be licensed and number included on permit application.
- Design professional certificate of compliance form is required.
- When preparing plumbing drawings, refer to PC NYS.

Tenants are encouraged to promptly apply for permits upon obtaining landlord approved drawings marked MIR or AAN.

The average permitting time with an Expeditor is approximately 4 to 6 weeks. Without an expeditor, it can take 10-12 weeks.

The Landlord recommends that Tenants employ a **local permit expeditor** that is familiar with the City's requirements. Note: The Landlord does not require any particular expeditor; however, those listed below have been used by Tenant's in the past:

RMB Development Consulting Inc.

308 East Meadow Avenue

East Meadow, NY, 11554

(516)396- 0600

Contact: Richard M. Bivone, President

Direct Number: (516) 495-1600

Email: rmb@rmbny.com

Contact: Mark Vincent Kruse, Vice President

Direct Number: (516) 495-1610

Email: mvk@rmbny.com

Contact: Tara D. Skidmore, Project Coordinator

Direct Number: (516) 495-1630

Email: tskidmore@rmbny.com

Fire Protection

Fire Alarm, Sprinkler, Automatic Extinguishing System (AES) and Hood/Duct Systems all need to be filed, approved, and installed under the direction of the Nassau County Fire Marshal's Office. Stocking of inventory and/or training of employees are prohibited unless the Nassau County Fire Marshal's Office and the Town of Hempstead Building Department have authorized it. Tenants are advised to opt for accelerated review and inspection.

Plumbing

Town of Hempstead Plumbing Inspectors is a division of the Building Department. Once Building Permits are issued only a Town of Hempstead authorized licensed plumber is permitted to secure a plumbing permit.

When preparing plumbing drawings, refer to PC NYS. The plans examiner has noted the following items. Please research further as it relates to your documents.

- Mop/service sinks should not be located in bathrooms.
- Drinking fountains are required.
- Tempered water for lavatory and sink.
- A floor drain in the bathroom is required.
- Water Permits are the responsibility of the tenants and to be obtained from the Town of Hempstead Water Department.

Electrical

Electrical Certificates are provided by Third Party Licensed Electrical Inspection Agency and lists of those agencies are on file with the Town of Hempstead Building Department. A Town of Hempstead Licensed Electrical Contractor must install all electrical work.

Signs

Proposed signs require permits from the Sign Division of the Town of Hempstead Building Department.

Food Tenants

Board of Health in Nassau County requires that all food establishments file with their department for approval. Tenants are advised to use the accelerated review process.

Hood/Duct and AES systems are approved by the Nassau County Fire Marshal's office.

Grease Interception is handled by Nassau County Department of Public Works and is required for each food establishment within their space.

Final inspection is to be scheduled two weeks prior to opening, at which time the Board of Health Inspector may recommend modifications or additional items for a Certificate of Approval to be issued. The Board of Health will perform a random inspection two weeks after opening. A Board of Health Certificate will be issued upon passing the final inspection.

All food establishments must be approved by the Nassau County Board of Health prior to opening and prior to serving any food within the restaurant.

Roosevelt Field Mall Building Permit Requirements

As a Tenant you will be responsible to provide the Authority Having Jurisdiction (AHJ) with an application that complies with all Federal, State and Local Codes. The information described within will demonstrate those requirements however are not limited to the information noted below. The Tenant is ultimately responsible for all filings that may be required with all regulatory agencies. All applications will be required to be signed by Mall Management and copies of all the approvals secured are to be submitted to Mall Management for their review and records. No tenancy is to open unless all Building Permits are issued and in most cases all requirements have been met in order to obtain a Certificate of Completion that is issued from the Town of Hempstead Building Department. In some instances depending on your USE and the applications that have been filed with the Town of Hempstead, a Certificate of Occupancy will be required. Note that it is a requirement of Mall Management that all life safety be in place, operational and approved by the regulatory agency having jurisdiction. Fire Alarm, Sprinkler, Automatic Extinguishing System (AES) and Hood/Duct Systems all need to be filed, approved and installed under the direction of the Nassau County Fire Marshal's Office. Stocking of inventory and/or training of employees is prohibited unless it has been authorized by the Nassau County Fire Marshal's Office and the Town of Hempstead Building Department. All food establishments must be approved by the Nassau County Board of Health prior to opening and prior to serving any food within the restaurant. A Food Handlers Certification is required for all food establishments. Hood and Duct systems are to be inspected and cleaned as per the Nassau County Fire Marshal's Office requirements with copies of all certifications submitted to Mall Management for their records.

Prior to the issuance of permits by the Agency Having Jurisdiction it is the responsibility of the Tenant to retain the services of licensed contractors for the areas of work the permit applies to.

The following below is an overview of the filing process and requirements:

Town of Hempstead Building Department

The Town requires two sets of signed and sealed drawings in compliance of the NYS Building Code and local zoning requirements as it applies to your proposed construction. Along with these two sets of construction drawings there will be a need to submit a Cost of Construction letter on your letterhead indicating the estimated cost for this project. (See Below for letter format to cut and paste) and the Design Professionals Affidavit processed by the licensed professional of record. (See Attachment) The Building Department does not require a survey when filing for tenancies within the mall. If the proposal is a restaurant there will be a need to provide comprehensive parking calculations from the last approved site plan on file with the Building Department indicating compliance with local zoning requirements. If your proposal does not meet the current parking requirements you have the right to request from the Town of Hempstead Board of Appeals for relief of the cited zoning impacted due to your filed application. Variances are heard in front of a separate board and you must meet the criteria set forth by the Town of Hempstead in order for your variance to be approved. Note it is important that you retain the services of experts in this area prior to filing any applications with the Board to discuss this process. If your proposed application is considered "As of Right" your permit will be issued from the AHJ in order to proceed forward with the construction.

There are fees associated with filing your application with the Building Department and a Permit Fee which will be required once your application has been approved. The permit fee is determined by your Cost of Construction letter. At this time the fees are based as follows.

The first \$1000.00 of proposed construction is \$100.00 to the Town of Hempstead. Each additional \$1000.00 of construction is based on an additional \$12.00 per \$1000.00. A permit fee is required which is an additional \$30.00 to the Town of Hempstead. It is possible to file with a base fee of \$100.00 using a \$1000.00 construction cost which will be adjusted when the application is approved and verified by your Cost of Construction letter that is submitted as part of the package for filing.

When and if permits are issued, there may be a need for a Plumbing Permit depending on your scope of services, which additional fees to the Plumbing Division of the Town of Hempstead will be required. Also an electrical certificate will be required to be obtained from one of the authorized third part electrical inspection agencies.

The Town of Hempstead requires that both plumbing and electrical contractors must be licensed within their jurisdiction.

Once the documentation has been package for filing with the Building Department for your renovation and/or construction the Town will issue an "Application Number" which is assigned to your project. Once your application package has been reviewed by a plan examiner and your application is approved, your application number will be converted to a "Permit Number". Once a permit is issued for construction the licensed plumber and electrical contractors can apply for their respective permits.

ITEMS REQUIRED IN ORDER TO OBTAIN BUILDING PERMITS

In order to secure Building Permits from the Town of Hempstead Building Department once your application has been approved the Town will require an original Workmen's Compensation Form in either the C105.21 or the U26.3 formats with the certificate holder as being the "Town of Hempstead 1 Washington Street Hempstead, NY 11554".

In addition to the workmen's compensation form noted above the following items will be required in order to obtain your Building Permit from the Town:

- 1) Two Contact phone numbers from the General Contractor
The address, company name and principal of the General Contractor's company
- 2) The individual name, company name, address, phone number and license number for the electrical and plumbing contractors who will be handling the construction on site.
- 3) A check made payable to the "Town of Hempstead" for the permit fee which may be adjusted depending on your Cost of Construction Letter.

Sample Cost of Construction Letter
(Cut and Paste, Revise for your project and print on your letterhead)

Town of Hempstead
Building Department
One Washington Street
Hempstead, NY 11550

Re: Roosevelt Field Mall
Space # _____
(Name of Space)
630 Old County Rd
Garden City, NY 11530

Dear Plan Examiner:

The estimated cost of construction for this project is _____.

(Signed)

One of the most important filings which will require the longest amount of lead time is the Nassau County Fire Marshal's Office for Fire Alarm and Fire Sprinkler System approval. If your proposed space will be used as a food establishment additional filings may be required for hood/duct and AES Systems, depending on the type of service and food distribution. To occupy your space the Nassau County Fire Marshal's Office must issue their own Certificates of Approval after valid inspections for both fire and sprinkler systems have been conducted and approved. Filings are required with their office and it is recommended that these filings be performed by local licensed installers. Note that the installation of any of any of these life safety systems can only be performed by licensed installers. You are given the option to accelerate both the review and inspection process with the Nassau County Fire Marshals Office.

Town of Hempstead Plumbing Inspectors are a division of the Building Department. Once Building Permits are issued only a Town of Hempstead authorized licensed plumber is permitted to secure a plumbing permit for your project. The licensed plumber will use the Building Permit as a reference number for their application. The plumbing contractor of record must have a valid license with proper insurances for a Plumbing Permit to be issued. During construction it is the responsibility of the plumbing contractor to call for rough and final inspections as directed by the Plumbing Inspector. Depending on the occupancy type will determine if a Grease Interceptor will be required which is determined by the jurisdiction of the Nassau County DPW and relating Plumbing Permits will be required to be filed. It is important for the plumbing contractor to determine the exact inspections that are required with the AHJ for the project and provide the Plumbing Inspector of the Town of Hempstead with the proper certifications at the end of the project for a Plumbing Certificate of Approval to be issued. Fire stopping and materials certificate are very important. Once the Plumbing Inspector signs off on their part of the project an internal Building Department notification is made to the Building Inspector of Record that the plumbing has been signed off. It is important to know that if there are any changes to the existing sprinkler system the Plumbing Inspector will require a separate plumbing permit for those changes even if only one sprinkler head is being relocated.

Electrical Certificates are provided by Third Party Licensed Electrical Inspection Agency and lists of those agencies are on file with the Town of Hempstead Building Department. All electrical work must be installed by a Town of Hempstead Licensed Electrical Contractor. It is

Roosevelt Field Mall
Garden City, NY

the responsibility of the electrical contractor of record to secure rough and final inspections from an electrical inspection agency of their choice. Separate fees are required to be paid to the Electrical Inspection Agency of Record.

Amendments or Supplements to the permit are permitted if the work called out on the approved plans has changed due to a design change or an in the field modification during construction. It is the responsibility of the Architect or Engineer of Record to insure that any changes comply with the NYS Building Code and local Zoning Codes. In order to file for an amendment of supplement, two sets of revised signed and sealed drawings, a fee to the Town of Hempstead and a detailed cover letter signed and sealed by the Architect or Engineer of Record are required. The revised plans must be "Clouded" indicating the area of change from the originally approved permit and the cover letter must explain in detail why this change has been proposed. No final certificates will be issued by the Building Department unless the approved plans match the constructed conditions.

SIGNS

Proposed signs require permits from the Sign Division of the Town of Hempstead Building Department. Depending on the type of sign that is being installed may also require a second application to the Town of Hempstead Building Department. Sign applications filed with the Sign Department require two sets of signed and sealed plans by a licensed engineer/architect from the sign installer, the plans must indicate a key plan with dimensions as to the location of the sign that is to be installed in addition to an application to the sign division. Fees are required as part of the process which the Sign Division determines upon submission. When determined that a secondary application will be required to be filed with the Town of Hempstead Building Department for your sign the Town will require two sets of signed and sealed plans by a licensed engineer or architect, a Building Permit Application form, and an application fee.

NASSAU COUNTY FIRE MARSHALS OFFICE

The Nassau County Fire Marshal's Office has what is known as "Accelerated Fees" for Plan Review and Inspections under the specific guidelines set forth by their office. Applications and resubmissions can only be accepted on Tuesday, Wednesday, and Thursday of each week. Any review considered "Accelerated" is within 10 business days from the day your application is processed not including weekends and holidays. Also request for overtime inspections can only be requested by the licensed installer when they are 100% completed with the project as per the approved plans. Note that regardless of the approved plans the AHJ for fire alarm, sprinkler, Hood/Duct and AES systems is the Nassau County Fire Marshal and they have the right to request for additional devices or sprinkler heads after an inspection. If the Marshal decides that there is a need for additional items the license installer must "resubmit" revised plans and specifications which will require additional fees. Therefore your time frame can be extended another 10 business days from the day the resubmission is processed if accelerated. If submitted without accelerated fees the time frame is increased dramatically. The Town will only allow occupancy within a space is when Life Safety is 100% completed and approved in writing. No verbal approvals are permitted. Rough out permits are permitted and they are a separate application that is required to be filed by the licensed installer of record. In some instances the Marshal's office may not allow for Rough Out permits depending on the time of year and the type of project being proposed. The installation of any equipment, devices, piping and sprinklers is not permitted unless authorized only the Nassau County Fire Marshals Office. Any installation of the above may warrant a summons being issued to the tenant or installer.

Hood/Duct and AES systems are approved by the Nassau County Fire Marshal's office and must be installed by a Nassau County Fire Marshal Office licensed installer. A separate application, plans and fees are to be submitted to the Nassau County Fire Marshal Office for these systems and no installation of any equipment is permitted unless approved by the Nassau County Fire Marshal of Record for the project. Any installation of systems prior to approvals being granted may warrant a summons being issued by the Nassau County Fire Marshals Office to the tenant and the installer. Accelerated fees apply to this department for review and inspections.

BOARD OF HEALTH

Board of Health in Nassau County requires that all food establishments file with their department for approval. In order to do so the Board of Health will require three sets of plans, specifications, flame spread ratings for all flooring, paint, carpeting, etc., list of equipment including a plan indicating the location of this equipment, manufacturers cut sheets, a menu for the establishment, an application and fees to Nassau County. The submission package also requires detailed plans reflecting the proposed grease interceptor, back flow protection, proposed water heater, direct and indirect waste systems. There will be a need for a detail list of the principals of the proposed food establishment with contact information for the application and prior to opening. It is your licensed contractor's responsibility to coordinate the inspections that are conducted by a Board of Health Inspector. This inspection is to be scheduled two weeks prior to opening, which the Board of Health Inspector may recommend modifications or additional items for a Certificate of Approval to be issued. The Board of Health will then perform a random inspection somewhere in the area of two weeks after opening the establishment and if the inspection passes then your Board of Health Certificate will be issued. (Grease Interception is handled by Nassau County DPW)

NASSAU COUNTY DEPARTMENT OF PUBLIC WORKS (DPW)

Grease interceptors will be required for each food establishment within their space under the guidelines prepared by the Nassau County DPW and in agreement with the Town of Hempstead Building Department. Your licensed plumber should handle the approval process and the requirements as per the design drawings submitted and approved by each agency having jurisdiction.

ADDITIONAL CONTACT INFORMATION

Additional contact numbers are being provided for your information. However, it is very important to understand the process in each of these agencies and calling to secure a verbal answer to a question does not constitute an approval of the issue being raised. Only approved stamped plans or a response letter in writing on the letterhead of the agency is acceptable document for proof.

Town of Hempstead Building Department (TOH)

One Washington Street
2nd Floor
Hempstead, NY 11550
(516) 538-8500

The Front Counter hours of operation are 8 AM to 4:45 PM.

Roosevelt Field Mall
Garden City, NY

Building Inspectors can be reached by phone at (516) 812-3088 from 7:30 AM to 10:30 AM, prior to their field inspections.

Plumbing Inspectors can be reached by phone at (516) 812-3126 from 7:30 AM to 9:30 AM, prior to their field inspections.

Housing and Zoning Inspectors can be reached by phone at (516) 812-3052 or (516) 812-3115 or (516) 812-3107 from 9 AM to 10:30 AM, prior to their field inspections.

Plans Examiners can be reached by phone at (516) 812-3073 from 9 AM to 12 noon. When making an appointment with a Plans Examiner, you must call one day prior to the day you wish to be seen.



Town of Hempstead Department of Buildings

1 Washington Street, Hempstead, NY 11550-4923
(516) 538-8500

DESIGN PROFESSIONAL'S CERTIFICATE OF COMPLIANCE

WITH TOWN OF HEMPSTEAD DEPARTMENT OF BUILDINGS RULES AND REGULATIONS, AND THE
NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODE, (TITLE 19).

DATE: _____

DESIGN PROFESSIONALS NAME: _____

ADDRESS: _____

LICENSED IN THE STATE OF NEW YORK, NUMBER: _____

To: Town of Hempstead Department of Buildings

Project Scope: _____ Application Number: _____

I, _____ on behalf of the owner(s) of premises
(NAME OF REGISTERED ARCHITECT/ENGINEER)

Known as _____ Section _____ Block _____
(ADDRESS WHERE WORK IS PROPOSED)

Lot(s) _____, in the hamlet of _____ submit the attached plans for
your review and ultimate issuance of Building Permit for the project referenced above.

I, _____, License No. _____, certify
(NAME OF REGISTERED ARCHITECT/ENGINEER)

That I am a Registered Architect/Engineer, duly licensed to practice in the State of New York and that I am regularly engaged in the practice of architecture/engineering. I hereby certify that the work indicated on the plans submitted with this application conforms to all of the applicable requirements of the Town of Hempstead.

Department of Buildings and The New York State Uniform Fire Prevention and Buildings Code, (NYCRR Title 19), effective as of 1/1/03 (also known as the International Codes as adopted and modified by New York State.)

Signed _____ Date _____

ARCHITECT'S/ENGINEER'S SEAL

