



Effective May 3, 2021

Nassau County 239f Review – Electronic Plan Submission and Review

It is the goal of the Nassau County Department of Public Works to create a completely digital, web-based plan submission and approval process for applications referred under [New York State General Municipal Law \(GML§239-f\)](#). This modern process is designed to provide an efficient, consistent and approachable interface between County Plan Reviewers and the residents and business owners of Nassau County. To reach this goal the **Department of Public Works will be accepting and conducting the review of plans electronically starting Monday, May 3, 2021**. In the coming months, this page will be continually updated with new tools and additional information.

Starting May 3, 2021, applications made under GML239F are to be submitted for electronic review and approval according to the below criteria and requirements:

- The standard application package including the Plan, Application form, 239F checklist, Municipal Referral and Authorization, Building Permit or permit Application and any supporting documentation can be Emailed to: 239F@nassaucountyny.gov
- **Plans shall only be submitted in electronic format.** Plans must be in standard PDF file format. Paper copies will not be accepted at the time of application submission.
- Plans must be drafted in accordance with the format prescribed on the 239F Checklist and certified by a New York State Licensed Engineer or Architect.
- The file or a link to a downloadable copy must be made available and remain active for the duration of the plan review.
- The property owner or their authorized agent must provide one email address on the application form to which all official communication can be sent.

Currently, the Department of Public Works is not able to process fees electronically. All 239F fees must be paid by check either in person or by mail. If mailed checks must:

- Be made out to the Nassau County Treasurer.
- Include the property address and a contact phone number or email in the memo.
- Be accompanied by a printed copy of the 239F application form and cover/transmittal letter.
- Be mailed to:
**Nassau County Department of Public Works
Permits/239F Applications
1194 Prospect Ave
Westbury NY, 11590**

To pay fees in person bring the check and application form described to the permits counter at the above mailing address. If made in person you may also submit the electronic plan submission package on a standard USB type thumb drive. Once approved, plans will not be released until all applicable fees have been made.

Once the submission has been reviewed and all comments or concerns have been addressed, the applicant and referring municipality will receive an electronically approved and certified digital plan. Similar to existing practices, the approved digital plan or a printed copy thereof must be available on site for the duration of construction. Once Construction has been completed the approved digital plan will serve as a reference for ultimate inspection and sign off by a County Inspector.

Please check this page regularly for announcements regarding new resources and services we will be providing in the future. As always, if you have any questions regarding the 239F plan review application process please contact our 239F Hotline at 516-571-3300 or email 239F@nassaucountyny.gov.