

APPLICATION FOR BUILDING PERMIT UNDER THE ZONING ORDINANCE OF THE INC. VILLAGE OF SOUTHAMPTON

INSTRUCTIONS ON BACK OF APPLICATION

STREET ADDRESS OF PROPERTY: _____

TAX MAP #904- _____ - _____ - _____ **Zoning District** _____ **Lot Size** _____

1. NAME OF AGENT _____

Tel. _____ E-mail _____

2. NAME OF OWNER or (contract vendee) _____

Tel. _____ E-mail _____

3. NAME OF ARCHITECT or Engineer _____

Tel. _____ E-mail _____

4. Contractor _____ **Tel.:** _____ **Lic #** _____

Electrician _____ **Tel.:** _____ **Lic #** _____

Plumber _____ **Tel.:** _____ **Lic #** _____

5. Describe proposed construction and/or demolition _____

6. Sq. Ft. of Existing Building _____ **Sq. Ft. of Demolition Area** _____

7. Sq. Ft. Area of New Building/Addition:

1st Floor _____ sq. ft.	Total No. of:	Garage:	Accessory:
2nd Floor _____ sq. ft.	Bedrooms: _____	Attached: _____ sq. ft.	Building: _____ sq. ft.
Total: _____	Full Bathrooms: _____	Detached: _____ sq. ft.	TC: _____ sq. ft.
	Half Bathrooms: _____		Pool: _____ sq. ft.

8. ESTIMATED COST OF CONSTRUCTION \$ _____

FEES - Upon the filing of an application for a building permit, the following fees shall be payable:

- (1) Residential new buildings and/or additions: For estimated construction costs not exceeding an estimated cost of \$100,000, 1.25% of the estimated cost of construction and materials, but not less than \$250; For estimated construction costs between \$100,000 and \$1,000,000, 1.5% of the estimated cost of construction and materials; For estimated construction costs exceeding \$1,000,000, 1.65% of the estimated cost of construction and materials.
Tennis courts - \$2,000 flat fee
Swimming pools - \$600 flat fee
Other accessory structures - \$100 per 100 sq. ft. with a minimum fee of \$150.
Fence permits - \$100
- (2) Commercial and other buildings: 1.25 percent of the estimated cost of construction and materials, but not less than \$500.
- (3) Alterations: 1% of estimated cost of alterations, for alterations not exceeding an estimated cost of \$100,000; 1.5% of estimated cost of alterations, for alterations exceeding an estimated cost of \$100,000, but not more than \$500,000; and 2% of the estimated costs of alterations, for alterations exceeding an estimated cost of \$500,000, but not less than \$250.
- (4) Demolition: Residential & Commercial: \$200 per 100 sq. ft. of demolition.
- (5) Public Hearing Fee of \$450 for NEW Buildings, Additions and Accessory Structures with an additional Certificate of Appropriateness Fee of \$285 for Properties within Historic District.
- (6) Historic Consultant fee may be applicable

State of New York) ss:
County of Suffolk)

_____ being duly sworn, deposes and says: that he resides at _____ and that he is the agent for the owner of the premises described in the within applications, and states that the work proposed has been authorized by the owner and that the aforesaid applicant has been authorized to make this application as owner's agent. The owner authorizes the applicant to consent to permit the building inspector and any other officer or employee of the Building Department to enter upon the premises without a search warrant for the purpose of inspecting the building and work.

Sworn to before me this _____ day of _____ 20 _____

Notary Public

Seal

Owner

or Agent for Owner
*Need Owner Authorization Letter

DO NOT START CONSTRUCTION UNTIL YOU HAVE A BUILDING PERMIT IN HAND AND SIGN IS POSTED. APPLICATION FOR BUILDING PERMIT UNDER THE ZONING ORDINANCE OF THE VILLAGE OF SOUTHAMPTON.

BUILDING PERMIT CHECK LIST

NOTE: DELIVER ALL CHECKED ITEMS BELOW AT THE SAME TIME. THE BUILDING DEPARTMENT CANNOT ACCEPT INCOMPLETE APPLICATIONS OR APPLICATIONS NOT ACCOMPANIED BY FEE.

- Completely filled in application, including all signatures, agent letter (when necessary) and contractors name and license from Suffolk County Consumer Affairs.
- Computation of construction cost
- Completely filled in disclosure affidavit
- Two sets of complete drawings, disclosing all necessary details and specifications, gross floor area total and % of flat roof when proposed, signed and sealed by a registered architect or licensed professional engineer
- Three copies of an updated survey of the property by a licensed surveyor, showing all structures on the property and their dimensions to the property lines. Board of health approval—when required
- Contractor liability & Workmans Compensation Insurance Certificates with the Village as Certificate holder.
- N.Y.S. Dept. of Environmental Conservation SEQR form when required
- HERS
- Landscaping plan for flag lots
- Pictures of existing structures

DEMOLITION PERMIT

- Asbestos Letter.
- Utility Letters (National Grid, LIPA, SCWA)

REQUIRED INSPECTIONS DURING CONSTRUCTION

YOU MUST CONTACT the Building Department for the following inspections during the course of construction, with a two day notice:

- STEEL IN FOOTERS, • SUB-GRADE FOOTING, • FOUNDATION WITH DAMP-PROOFING,
- STRAPPING, • FRAMING, • UNDERGROUND PLUMBING,
- ROUGH PLUMBING WITH WATER TEST, • INSULATION, • FINAL

UPON COMPLETION OF CONSTRUCTION

THE FOLLOWING ARE NECESSARY FOR THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE WORK DONE UNDER THIS PERMIT:

1. As built drawings, if the original drawings have been altered.
2. Final as built survey with B.O.H. when required
3. Final Electrical Certificate produced by the Town of Southampton
4. HERS Certificate
5. Solder Certificate
6. Final inspection by the Building Inspector
7. Final affidavit of cost
8. Fire Marshal Inspection when required

No building shall be occupied or used in whole or part for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Inspector.

APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the New York State Uniform Fire Prevention and Building Code, the Zoning Ordinance of the Inc. Village of Southampton and other applicable Laws, Ordinances or Regulations, for the construction of buildings, additions or alterations as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations including the regulations of the Suffolk County Department of Health, and shall present a final Certificate of the New York Board of Fire Underwriters, approved sewer and current survey. Permission is hereby granted to the Building Inspector or any office or employee of the Building Department to enter upon the premises without a search warrant during reasonable working hours for the purpose of inspecting the building and the work. Application is also made for a Certificate of Occupancy upon completion. Upon expiration of permit or permits that have not been closed, new fees will be required per Village of Southampton ordinance.

INC. VILLAGE OF SOUTHAMPTON
 I have thoroughly examined the within detailed statement and building data submitted and find the same to conform to the Zoning Ordinance of the Incorporated Village of Southampton and other applicable State Laws and approve the same for issuance of a permit.

Building Inspector

_____ Or N/A _____
 Board of Architectural Review

Submitted _____

Owner _____

Location _____

Permit No. _____

Permit Date _____

Fee Paid. Date _____