

Building Permit check list:

- _____ Completely filled in building permit application
- _____ Two (2) sets structural drawings – signed & sealed by a registered architect or licensed professional engineer (disclosing all necessary details and specifications, gross floor area total and % of flat roof when proposed)
- _____ Three (3) surveys showing proposed work by a licensed surveyor, showing all structures on the property and their dimensions to the property lines.
- _____ Board of Health approval- when required
- _____ Landscaping plan for flag lots
- _____ Pictures of existing structures
- _____ HERS Rating
- _____ Board of Health approval
- _____ Contractor's Southampton Town License
- _____ Contractor's Worker's Comp. Insurance*
- _____ Contractor's Liability Insurance *
- _____ Building Permit Fee
- _____ Agent letter (when necessary)
- _____ Completely filled in disclosure affidavit
- _____ Computation of construction cost

*Village as Certificate Holder on Insurance:

Inc. Village of Southampton - 23 Main Street, Southampton, NY 11968

Demoliton Only:

- _____ Asbestos abatement report – If built prior to 1974
- _____ Utility cut off letters (National Grid, LIPA, Suffolk County Water Authority)

Required Inspections During Construction:

You must contact the Building Department for the following inspections during 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 the 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 OCCUPANCY 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**