

BUILDING PERMIT LIST

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

CHECK LIST

\_\_\_\_\_ 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 & % 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

## 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 DAMPPROOFING
- STRAPPING
- FRAMING
- UNDERGROUND PLUMBING
- ROUGH PLUMBING WITH PRESSURE 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 INSPECTION 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