

Department of Land Management  
Building and Zoning Division  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

Phone: (631) 287-5700  
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# TOWN OF SOUTHAMPTON



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TOWN SUPERVISOR  
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JANICE SCHERER  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

DENNIS O'ROURKE  
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE	DATE
_____	_____

## COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST CHANGE OF TENANCY (**Permitted Use Only**)\* NO CONSTRUCTION

Applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted**

*\*\*Note: Please be advised additional documentation may be required by the Building Division\*\**

### ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS

- 5 copies of survey prepared by a licensed surveyor, illustrating proposed construction
- 3 sets of floor plans prepared by a licensed professional illustrating compliance with NYS building and Fire
  - When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
- [Building Permit Application \(original\)](#)
- 1 copy of principal structure Certificate of Occupancy (can be obtained for a fee from the Building Division)
- Complete [Building Permit Application \(original\)](#) for the Certificate of Commercial Compliance
- Completed [Open Government Disclosure Form](#) from owner and applicant
- Fee - \$50.00

*\*\*Note: Final Fees will be calculated at Front Desk at time of Submittal \*\**

### Verification of Ownership or Authorization

- Original signed & [Notarized Owners Endorsement](#): if applicant is other than owner
- Copy of deed: if property has been owned for less than a year
- Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

*\*\*Note: Documents **MUST** list name of member(s) that are authorizing the submittal of this application\*\**

\* Confirm if subject use is "Permitted" in the applicable zoning district as indicated by a "P" in the [Use Table](#)