COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST
EXTERIOR RENOVATIONS/ALTERATIONS ONLY

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 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)
- Planning Board approval (approved site plan with Planning Board resolution)
- 1 copy of principal structure Certificate of Occupancy (can be obtained for a fee from the Building Division)
- Workman’s compensation
  - Applicable Forms: C 105.2, U26.3, CE 200. **ACORD FORM NOT ACCEPTED**
- Completed Open Government Disclosure Form from owner and applicant
- Fee (based on cost estimate) **Note: Fees will be calculated at Front Desk at time of Submittal**

**ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW**
- Written itemized cost estimate on contractor’s letterhead for any demolition, renovation/alteration cost
- Plumbing Application: If plumbing is proposed. **Plumber must have active license with Town of Southampton**
- Electrical Permit: **Electrician must have an active license with Suffolk County FILED SEPERATELY**

**Note: Color Photographs of all four sides of the structure are required for Buildings with a Pre-existing Certificate or when no Certificate of Occupancy exists.**

**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**