

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

# TOWN OF SOUTHAMPTON



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TOWN SUPERVISOR  
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KYLE P. COLLINS, AICP  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA  
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE      DATE

## 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\*\***