



COMMERCIAL BUILDING PERMIT APPLICATION
CHECKLIST
INTERIOR RENOVATIONS/ALTERATIONS
(Permitted Use 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)
- ComCheck
- Completed [NYS Uniform Fire Prevention & Building Code Form](#)
- 1 copy of principal structure certificate of occupancy (can be obtained for a fee from the Building Division)
- Certificate of Commercial Compliance
- 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 cost estimate on contractor's letterhead
- [Electrical Permit](#): If electrical work is proposed. *Electrician must have an active license with Suffolk County*
FILED SEPARATELY
- [Landmarks and Historic District Application](#) or Approval Letter: when Structure has a Pre-Existing Certificate of Occupancy or is constructed prior to 1941
- [Plumbing Application](#): If plumbing is proposed. *Plumber must have active license with Town of Southampton*
- Planning Board approval (approved site plan with Planning Board resolution)

****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****

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