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