BUILDING PERMIT APPLICATION CHECKLIST
WHOLE HOUSE DEMOLITION

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:

- Certified copy of the most recent Deed recorded in the Suffolk County Clerk’s office
  - (must be original Certification - no photocopy of certification)
- Completed and signed Whole House Demolition Permit
- Hold Harmless Form (Original- signed and notarized by EVERYONE on the most recent Deed recorded in Suffolk County Clerk’s Office)
- Electrical disconnect letter from PSEG AND a Gas disconnect letter. Requests disconnect letters by writing to: PSEG/National Grid 117 Doctors Path, Electric/Gas design and Construction Department, Riverhead, New 11901
- Copies of all certificates of Occupancy and/or compliance for all structures on the property.
- Workman’s Compensation Insurance certificate that makes reference to the location where the demolition will take place (contractor must be licensed with the Town of Southampton).
- Debris Permit from the Highway Department located at 20 Jackson Avenue, Hampton Bays. The application is attached, and you will be issued your permit at the time you apply at the Highway Department
- 3 Copies of survey reflecting all structures on the property to be removed
- Cost estimate provided by Contractor if contractor is performing the work or Owner if owner is performing the work.
- 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

- Coastal Erosion Hazard Permit: if Demolition is south of Coastal Erosion line
- Conservation approval (includes: Permit with Original Stamped Survey) or Letter of Non-Jurisdiction. When parcel is within Wetlands Inventory
- Landmarks and Historic Districts Board (LHDB) LHDB Demolition Application or Approval Letter: if flagged for LHDB review in the Town’s GIS ePortal.
- Fill Composition Certification - Pursuant to Town Code § 123-47 – 123.50

Verification of Ownership or Authorization
- Original Signed & Notarized Owners Endorsement: If applicant is other than owner
- 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**
- Death Certificate: If owner listed is deceased.
- Proof of Legatee (i.e.: Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of Administration; Letter of Probate; Power of Attorney etc.):
  - When owner is deceased
  - When owner is incapable of submitting an application

PLEASE NOTE: Applicant must go to http://www.southamptontownny.gov/Building-Inspection or call (631) 702-1840 to schedule an inspection of the property.
You must have building permit number available when scheduling an inspection