

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

Phone: (631) 287-5700
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TOWN OF SOUTHAMPTON



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

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE	DATE
_____	_____

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).
Applicable Forms: [C 105.2](#), [U26.3](#), [CE 200](#). **ACORD FORM NOT ACCEPTED**
*******Form must indicate Demolition Coverage*******
- [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