

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
WWW.SOUTHAMPTONTOWN.NY.GOV

JANICE SCHERER
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

DENNIS O'ROURKE
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE _____ DATE _____

BUILDING PERMIT APPLICATION CHECKLIST PARTIAL HOUSE OR ACCESSORY STRUCTURE DEMOLITION

Applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted.**

****Note: Please be advised additional documentation maybe required by the Building Division****

ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:

- [Building Permit Application](#) (original)
- 3 copies of survey prepared by a licensed surveyor.
- 1 copy of house certificate of occupancy (can be obtained at a fee from the Building Division)
- Workman's compensation (contractor must have an active license with the Town)
Applicable Forms: C 105.2, U26.3, CE 200. **ACORD FORM NOT ACCEPTED**
or Affidavit of exemption (BP1) if work is being completed by owner and is an owner-occupied residence
- 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

- 2 sets of plans prepared by a licensed professional illustrating areas to be demolished (in the case of partial demolitions)
- [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 Jurisdiction
- Landmarks and Historic Districts Board (LHDB) Application or Approval Letter: if flagged for LHDB review in the Town's GIS.
- [Hold Harmless Form](#) (Original - signed & notarized by **EVERYONE** on the most recent deed recorded in the Suffolk County Clerk's Office.)
- [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
- 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****

- 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