



TOWN OF SOUTHAMPTON

116 Hampton Road
Southampton, NY 11968

DEPARTMENT OF LAND MANAGEMENT
BUILDING AND ZONING DIVISION

KYLE P. COLLINS, AICP
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

Telephone 631 287-5700
Fax 631 287-5754

APPLICATION TO AMEND BUILDING PERMIT

NOTE: First Amendment is \$50.00
Additional \$50.00 is added to fee for each new amendment,
plus cost for additional proposed work

Instructions:

1. Fill out the attached application in its entirety.
2. Submit 2 copies (3 for Commercial) of *Amended* building *plans only*.
3. If footprint is being amended, submit 3 copies (5 for Commercial) of survey or site plan reflecting changes.
4. If contractor performing the work is being changed, a notarized letter from the property owner stating the change must be submitted, along with a copy of the new contractor's Workman's Compensation Insurance.
5. Submit amendment fee, in addition to any fees associated with additional work. Please make checks payable to Town of Southampton.
6. Plumbing Application for any additional plumbing fixtures.
7. Other: _____



Additional Work Fee: _____
Amendment Fee: _____
Total Fee Due: _____
(amendment fee plus additional work fee)

Date: _____

TOWN OF SOUTHAMPTON

116 Hampton Road - Southampton, NY 11968 | Ph: 631-283-6000

APPLICATION TO AMEND BUILDING PERMIT

\$50.00 Fee for First Amendment, Increase in \$50.00 Increments for Each Additional Amendment

SCTM NUMBER: _____ - _____ - _____ - _____ BUILDING PERMIT# _____
NAME OF PROPERTY OWNER: _____
OWNER EMAIL: _____
PROPERTY ADDRESS: _____
NAME OF APPLICANT: _____
MAILING ADDRESS: _____ PHONE # (____) _____
NAME OF CONTRACTOR: _____ PHONE # (____) _____
CONTRACTOR EMAIL: _____

FOR DEPARTMENT USE ONLY

Amended Description of Proposed Work:

NEW, Total Area of Proposed Construction:

Main 1st floor sq. ft. _____ 2nd floor sq. ft. _____	Accessory Building 1st floor sq. ft. _____ 2nd floor sq. ft. _____	Mezzanine sq. ft. _____ Finished Basement \$ _____ / _____ sq. ft.
Porch 1st floor sq. ft. _____ 2nd floor sq. ft. _____	Garage 1st floor sq. ft. _____ 2nd floor sq. ft. _____	Deck 1st floor sq. ft. _____ 2nd floor sq. ft. _____
Plumbing Fixtures Count _____	Demolition \$ _____	Accessory Structure \$ _____
Alteration/ Renovation/Repair \$ _____	Fence \$ _____	Swim Pool \$ _____
Pool/Spa Heater \$ _____	Spa/Hot Tub \$ _____	Tennis/Sport Court: _____
Other: _____		

NEW, Total Cost of All Proposed Work \$:

If Description of Proposed Work is the same, state specific amendments being made (i.e. floor plan, room sizes, additional bathrooms, etc):

APPLICATION IS HEREBY MADE to the Building Division as per Chapter 123 of the Code of the Town of Southampton.

APPLICATION SUBMITTED BY: _____ Authorized Agent Owner

Read and Check Box

False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the New York State Penal Law.

Original Signature of Applicant

Date

DEPARTMENT USE ONLY: Amendment Permit to Read:

