



**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)
  - Three (3) copies of ComCheck
  - 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 been 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](#)**