

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

# TOWN OF SOUTHAMPTON



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 TOWN SUPERVISOR  
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JANICE SCHERER  
 TOWN PLANNING AND  
 DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA  
 CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE DATE

## COMMERCIAL/RESIDENTIAL DEMOLITION PERMIT APPLICATION CHECKLIST

When the principal building is going to be demolished, a Whole House Demolition application must be submitted, but if any structures are to be demolished other than the principal building, a separate Building Permit application must be submitted. If an entire dwelling or commercial building is being removed, the permit must be separate from any construction permit(s) on the property. All demolition permit applications must be submitted to the Building Division.

### ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:

- Completed [Whole House Demolition Permit](#)
- [Whole Structure Demolition Permit Hold Harmless Form](#) (original/signed and notarized by EVERYONE on the Deed)
- Electrical disconnect letter from PSEG AND a gas disconnect letter from National Grid. You can request disconnect letters by writing to: PSEG/National Grid, 117 Doctors Path, Electric/Gas Design and Construction Department, Riverhead, NY 11901. (Must have Gas or Electrical Affidavit when no disconnection will take place from PSEG/National Grid)
- Workman's Compensation Insurance Certificate - **must reference the location where the demolition will take place** (contractor must be licensed with the Town of Southampton)
- [Highway Road Usage For Debris](#) Permit application from the Highway Department located at 20 Jackson Avenue, Hampton Bays, NY
- 3 copies of survey reflecting all structures on the property to be removed/5 copies for commercial properties
- Copies of all Certificates of Occupancy and/or Compliance for all structures on the property
- Fee is based on estimated cost of demolition (Written estimated cost from contractor on his letterhead is required)
- Completed [Open Government Disclosure Form](#) from owner and applicant

### ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW

- Residential Only** - dwellings constructed prior to 1941 must submit a [Landmarks and Historic District Application](#) **The request must be signed by the owner, or a notarized authorization from the owner must be submitted. \*\*\* Project must be completed within a year from the Permit approval or a new request must be submitted to Landmark & Historic Districts Board\*\*\***
- Planning Board approval (approved site plan with Planning Board Resolution for commercial demolitions)
- Wetlands Permit or Letter of Non-Jurisdiction from the Environment Division if property is on the wetlands inventory list. Permit and stamped survey from the Environment Division is required.
- Other \_\_\_\_\_

### **Verification of Ownership or Authorization**

- Original Signed & [Notarized Owners Endorsement](#): If applicant is other than owner.
- Certified copy of the most recent Deed recorded in the Suffolk County Clerk's Office (no photocopy of certification, must be original certification)
- Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Operating Agreement, Articles of Organization or Minutes listing members)

**\*\*Note: Documents MUST list name of member(s) that are authorizing the submittal of this application\*\***