

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

Phone: (631) 287-5700
Fax: (631) 287-5754

TOWN OF SOUTHAMPTON



MARIA Z. MOORE
TOWN SUPERVISOR
WWW.SOUTHAMPTONTOWN.NY.GOV

JANICE SCHERER
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

SEAN MCDERMOTT
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE	DATE
_____	_____

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST ACCESSORY STRUCTURES

(Accessory Buildings, Trellis, Pergola, Deck, Porch, Gazebo, Screened Porch, Outdoor Shower w/ Enclosure, Outdoor Kitchen, Tennis Court, Fencing above 4ft, Garage, Pool House, Storage Sheds, etc.)

Applications and forms must be completed and signed in their entirety. **Incomplete applications will not be accepted.**

*****Note: Please be advised the Building Division may require additional documentation*****

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)
 - Planning Board approval (approved site plan with Planning Board Resolution)
 - 1 copy of principal structure certificate of occupancy (can be obtained for a fee from the Building Division)
 - Workman's compensation, Disability and Paid Family Leave
Applicable Forms: C 105.2, U26.3, CE 200, DB-120.1, DB-201.2 & DB-155.
- ACORD FORM NOT ACCEPTED**
- Completed [Open Government Disclosure Form](#) from owner and applicant
 - Fee *****Note: Fees will be calculated at Front Desk at time of Submittal*****

ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW

- Original Red Stamped Board of Health Survey: For accessory buildings with plumbing
- Zoning Board of Appeals Approval: If proposed project requires a variance
- [Coastal Erosion Hazard Permit](#) if construction is south of Coastal Erosion line
- [Fill Composition Certification](#) pursuant to Town Code §123.47-123.50
- [Plumbing Application](#): If plumbing is proposed. *Plumber must have active license with Town of Southampton*
- [Electrical Permit](#) *Electrician must have an active license with Suffolk County* **FILED SEPARATELY**
- 3 copies of ComCheck

Verification of Ownership or Authorization

- Original Signed & [Owners Endorsement form](#): 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 Opinion Letter, Operating Agreement or Minutes listing members)

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