

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

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TOWN OF SOUTHAMPTON



JAY SCHNEIDERMAN
 TOWN SUPERVISOR
 WWW.SOUTHAMPTONTOWNNY.GOV

JANICE SCHERER
 TOWN PLANNING AND
 DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
 CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE _____ DATE _____

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST ADDITION(S) ONLY (No Renovation/Alteration/Demo)

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 \(original\)](#)
- [Plumbing Application](#): Plumber must have active License with Town of Southampton
- [Electrical Permit](#): If electrical work is proposed. Electrician must have an active license with Suffolk County
- FILED SEPARATELY**
- Planning Board approval (approved site plan with Planning Board resolution)
- 3 copies of ComCheck
- 1 copy of principal structure certificate of occupancy (can be obtained for a fee from the Building Division)
- 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: Final Fees will be calculated at Front Desk at time of Submittal****

ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW

- Suffolk County Department of Health Services Approval
- Written cost estimate on contractor's letterhead: If finished basement and/or accessory structures are proposed
- Zoning Board of Appeals Approval: If proposed project required a variance
- [Coastal Erosion Hazard Permit](#): if construction is south of Coastal Erosion line
- [Fill Composition Certification](#) 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****