

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

Phone: (631) 287-5700  
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# TOWN OF SOUTHAMPTON



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 TOWN SUPERVISOR  
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JANICE SCHERER  
 TOWN PLANNING AND  
 DEVELOPMENT ADMINISTRATOR

SEAN McDERMOTT  
 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 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 \(original\)](#)
- [Plumbing Application](#): Plumber must have active License with the 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, 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: 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
- 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 [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\*\***