

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 CHANGE OF TENANCY (**Permitted Use Only**)\* NO CONSTRUCTION

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 floor 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 \(original\)](#)
- 1 copy of principal structure Certificate of Occupancy (can be obtained for a fee from the Building Division)
- Complete [Building Permit Application \(original\)](#) for the Certificate of Commercial Compliance
- Completed [Open Government Disclosure Form](#) from owner and applicant
- [Fee – Based on current fee schedule](#)

**\*\*Note: Final Fees will be calculated at Front Desk at time of submittal\*\***

### 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\*\***

\* Confirm if subject use is “Permitted” in the applicable zoning district as indicated by a “P” in the [Use Table](#)