

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

# TOWN OF SOUTHAMPTON



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INTAKE SIGNATURE

DATE

## COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST INTERIOR RENOVATIONS/ALTERATIONS

**(Permitted Use Only) \***

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)
- Three (3) copies of ComCheck
- 1 copy of principal structure certificate of occupancy (can be obtained for a fee from the Building Division)
- Certificate of Commercial Compliance
- 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

- [Electrical Permit](#): If electrical work is proposed. *Electrician must have an active license with Suffolk County*  
**FILED SEPARATELY**
- [Landmarks and Historic District Application](#) or Approval Letter: when Structure has been constructed prior to 1941
- [Plumbing Application](#): If plumbing is proposed. *Plumber must have active license with Town of Southampton*
- Planning Board approval (approved site plan with Planning Board resolution)

*\*\*Note: Color Photographs of all four sides of the structure are required for Buildings with a Pre-existing Certificate or when no Certificate of Occupancy exists\*\**

### **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](#)**