

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

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 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 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)
- 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
 - 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: Fees will be calculated at Front Desk at time of Submittal****

ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW

- Written cost estimate on contractor's letterhead
- [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 & [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****

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