

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

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# TOWN OF SOUTHAMPTON



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 TOWN SUPERVISOR  
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JANICE SCHERER  
 TOWN PLANNING AND  
 DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA  
 CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE	DATE
_____	_____

## COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST NEW CONSTRUCTION-COMMERCIAL STRUCTURE

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 an active license with the Town of Southampton
- Planning Board approval (approved site plan with Planning Board resolution)
- 3 copies of ComCheck
- Suffolk County Department of Health Services Approval
- 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

- 1 copy of principal structure certificate of occupancy (can be obtained for a fee from the Building Division)
- Zoning Board of Appeals Approval: If proposed project requires a variance
- [Electrical Permit](#): Electrician must have an active license with Suffolk County **FILED SEPERATELY**
- [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\*\***