

## TOWN OF SOUTHAMPTON

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

Phone: (631) 287-5700

Fax: (631) 287-5754



MARIA Z. MOORE

TOWN SUPERVISOR

WWW.SOUTHAMPTONTOWNNY.GOV

JANICE SCHERER  
 TOWN PLANNING AND  
 DEVELOPMENT ADMINISTRATOR

SEAN McDERMOTT  
 CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE

DATE

## COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST PARTIAL OF PRINCIPAL OR ACCESSORY STRUCTURE DEMOLITION 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.
- 1 copy of principal structure Certificate of Occupancy (can be obtained for a fee from the Building Division)
- [Building Permit Application](#) (original)
- Planning Board approval (approved site plan with Planning Board resolution)
- Written itemized cost estimate of demolition on contractor's letterhead
- 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**

- 3 sets of plans prepared by a licensed professional illustrating areas to be demolished
- Completed [Open Government Disclosure Form](#) from owner and applicant
- Fee ***\*\*Note: Fees will be calculated at Front Desk at time of Submittal\*\****

### ADDITIONAL DOCUMENTATION REQUIRED AS MAY BE APPLICABLE

- [Highway Road Usage For Debris](#) permit application from the Town Highway Department
- [Coastal Erosion Hazard Permit](#): if demolition is south of Coastal Erosion line

### 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\*\****