

TOWN OF SOUTHAMPTON

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

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JANICE SCHERER
 TOWN PLANNING AND
 DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
 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 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.
- 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
 - Applicable Forms: C 105.2, U26.3, CE 200. **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 (based on cost estimate) ***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 & [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