

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

**Phone:** (631) 287-5700  
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# 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 \_\_\_\_\_

## BUILDING PERMIT APPLICATION CHECKLIST RESIDENTIAL ADDITION(S)

Applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted.**

**\*\*Note: Please be advised additional documentation maybe required by the Building Division\*\***

### All APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS

- [Building Permit Application \(original\)](#)
- 3 copies of survey prepared by a licensed surveyor, illustrating Proposed construction
- 2 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
- 1 copy of house certificate of occupancy (can be obtained at a fee from the Building Division)
- Workman's compensation. (contractor must have an active license with the Town)  
 Applicable Forms: C 105.2, U26.3, CE 200. **ACORD FORM NOT ACCEPTED**  
 Or Affidavit of exemption (BP1) if work is being completed by owner and is an owner occupied residence
- [Plumbing Application](#): Plumber must have active License with Town of Southampton
- 2 Copies of the RES Check (Residential Energy Score)
- [Architectural Review Board Submittal Form](#)
- [Electrical Permit](#): If electrical work is proposed. *Electrician must have an active license with Suffolk County* **FILED SEPARATELY**
- 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

- [Coastal Erosion Hazard Permit](#): if construction is south of Coastal Erosion line
- Conservation approval (includes: Permit with Original Stamped Survey) or Letter of Non-Jurisdiction.  
 If subject parcel is within Wetlands Jurisdiction. Determined at time of submittal
- [Stormwater and Driveway Access Determination from Engineering Dept.](#)  
 Approval must be submitted with stamped approved survey
- Landmarks and Historic Districts Board (LHDB) Application or Approval Letter: if flagged for LHDB review in the Town's GIS
- Suffolk County Department of Health Services Approval (Original Red Stamped)
  - When adding additional bedrooms to a structure with a Built Prior to 1973
  - When adding additional bedrooms to a structure where the number of bedrooms exceed 4
- Zoning Board of Appeals Approval: If proposed project required a variance
- 2 copies the MANUAL J if upgrading mechanicals and if applicable, MANUAL D and S
- 2 copies of the HERS if proposed construction is Substantial Reconstruction Town Code §123.36-37
- [Fill Composition Certification](#) - Pursuant to Town Code § 123-47 – 123.50
- 1 copy of [Energy Compliance 3rd Party Testing](#)

### **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\*\***

- Death Certificate: When owner listed is deceased
- Proof of Legatee (i.e.: Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of Administration; Letter of Probate; Power of Attorney etc.):
  - When owner is deceased
  - When owner is incapable of submitting an application

**PLEASE NOTE:** Applicant must go to <http://www.southamptontownny.gov/Building-Inspection>  
 or call (631) 702-1840 to schedule an inspection of the property.

**You must have building permit number available when scheduling an inspection**