

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



MARIA Z. MOORE
TOWN SUPERVISOR
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JANICE SCHERER
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

SEAN McDERMOTT
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE _____ DATE _____

BUILDING PERMIT APPLICATION CHECKLIST **POOLS AND SPAS (HOT TUBS)**

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.
- 2 sets of plans prepared by a license 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), Disability & Paid Family Leave.
Applicable Forms: [C 105.2](#), [U26.3](#), [CE 200](#), [DB-120.1](#), [DB-201.2](#) & [DB-155](#). **ACORD FORM NOT ACCEPTED**
- Addendum to [Building Permit Application: New Swimming Pool Construction](#)
- [Electrical Permit](#): *Electrician must have an active license with Suffolk County* **FILED SEPARATELY**
- Completed [Open Government Disclosure Form](#) from owner and applicant
- Fee ****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.
When parcel is within Wetlands Jurisdiction
- [Fill Composition Certification](#) - Pursuant to Town Code § 123-47 – 123.50
- [Zoning Board of Appeals Approval](#): If proposed project required a variance.
- [Swimming Pool Certification –Town Code §169-Flood Damage Prevention Law](#).
If parcel is located in a [Flood Zone](#).

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****

- Death Certificate: If 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