

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

# TOWN OF SOUTHAMPTON



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 TOWN SUPERVISOR  
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JANICE SCHERER  
 TOWN PLANNING AND  
 DEVELOPMENT ADMINISTRATOR

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 CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE      DATE

## BUILDING PERMIT APPLICATION CHECKLIST RESIDENTIAL INTERIOR RENOVATIONS/ALTERATIONS

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
- [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

- Original Red stamped Board of Health Survey: For accessory buildings with plumbing
- [Plumbing Application](#): If plumbing is proposed. *Plumber must have active license with Town of Southampton*
- Written cost estimate on contractors letterhead
- 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
- 1 copy of [Energy Compliance 3rd Party Testing](#)
- Landmarks and Historic Districts Board (LHDB) Application or Approval Letter if flagged for LHDB review in the Town's GIS.
- 2 Copies of the RES Check (Residential Energy Score)

### **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: 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**