



# TOWN OF SOUTHAMPTON

116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968  
WWW.SOUTHAMPTONTOWN.NY.GOV

DEPARTMENT OF LAND MANAGEMENT  
BUILDING AND ZONING DIVISION

JANICE SCHERER  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA  
CHIEF BUILDING INSPECTOR

Telephone 631-287-5700  
Fax 631 287-5754

## APPLICATION TO AMEND BUILDING PERMIT

**NOTE: First Amendment is \$50.00**  
**Additional \$50.00 is added to fee for each new amendment,**  
**plus cost for additional proposed work**

### Instructions:

1. Fill out the attached application in its entirety.
2. Submit 2 copies (3 for Commercial) of *Amended* building *plans only*.
3. If footprint is being amended, submit 3 copies (5 for Commercial) of survey or site plan reflecting changes.
4. If contractor performing the work is being changed, a notarized letter from the property owner stating the change must be submitted, along with a copy of the new contractor's Workman's Compensation Insurance.
5. Submit amendment fee, in addition to any fees associated with additional work. Please make checks payable to Town of Southampton.
6. Plumbing Application for any additional plumbing fixtures.
7. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Additional Work Fee:** \_\_\_\_\_  
**Amendment Fee:** \_\_\_\_\_  
**Total Fee Due:** \_\_\_\_\_  
*(amendment fee plus additional work fee)*

**Date:** \_\_\_\_\_

**TOWN OF SOUTHAMPTON**  
 116 Hampton Road - Southampton, NY 11968 | Ph: 631-702-5700  
 www.southamptontownny.gov

**APPLICATION TO AMEND BUILDING PERMIT**

**\$50.00 Fee for First Amendment, Increase in \$50.00 Increments for Each Additional Amendment**

SCTM NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ BUILDING PERMIT# \_\_\_\_\_  
 NAME OF PROPERTY OWNER: \_\_\_\_\_  
 OWNER EMAIL: \_\_\_\_\_  
 PROPERTY ADDRESS: \_\_\_\_\_  
 NAME OF APPLICANT: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ PHONE # (\_\_\_\_) \_\_\_\_\_  
 NAME OF CONTRACTOR: \_\_\_\_\_ PHONE # (\_\_\_\_) \_\_\_\_\_  
 CONTRACTOR EMAIL: \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

**Amended Description of Proposed Work:**

**NEW, Total Area of Proposed Construction:**

<b>Main</b> 1st floor sq. ft. _____	<b>Accessory Building</b> 1st floor sq. ft. _____	<b>Mezzanine</b> sq. ft. _____
2nd floor sq. ft. _____	2nd floor sq. ft. _____	<b>Finished Basement</b> \$ _____ / _____ sq. ft.
<b>Porch</b> 1st floor sq. ft. _____	<b>Garage</b> 1st floor sq. ft. _____	<b>Deck</b> 1st floor sq. ft. _____
2nd floor sq. ft. _____	2nd floor sq. ft. _____	2nd floor sq. ft. _____
<b>Plumbing</b> Fixtures Count _____	<b>Demolition</b> \$ _____	<b>Accessory Structure</b> \$ _____
<b>Alteration/</b> <b>Renovation/Repair</b> \$ _____	<b>Fence</b> \$ _____	<b>Swim Pool</b> \$ _____
<b>Pool/Spa Heater</b> \$ _____	<b>Spa/Hot Tub</b> \$ _____	<b>Tennis/Sport Court:</b> _____
<b>Other:</b> _____		

**APPLICATION IS HEREBY MADE to the Building Division as per Chapter 123 of the Code of the Town of Southampton.**

APPLICATION SUBMITTED BY: \_\_\_\_\_  Authorized Agent  Owner

**Read and Check Box**

*False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the New York State Penal Law.*

\_\_\_\_\_  
 Original Signature of Applicant

\_\_\_\_\_  
 Date

**DEPARTMENT USE ONLY:** Amendment Permit to Read:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_