86 Main Street
East Hampton, New York 11937
Jerry Larsen, Mayor

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VILLAGE OF EAST HAMPTON

BUILDING DEPARTMENT
88 Newtown Lane, East Hampton

Building Inspectors: Joseph Palermo, J. Kent Howie, Robert J. Jahoda
Secretary: Tricia Olszewski

BUILDING PERMIT APPLICATION REQUIREMENTS

- Fully completed Building Permit Application in ink or typewritten including but not limited to:
  - General Contractor's information along with three current insurance forms, with the Village of East Hampton as the Certificate Holder and additionally insured (General Liability, Worker's Comp and Disability)
  - Homeowners doing the work themselves or acting as the general contractor will be required to obtain and submit a Certificate of Attestation of Exemption (CE-200) along with their homeowners insurance
  - All Sub-Contractor information filled out including business name, contact name, required license, address, phone number and email address. Swimming pool and spa contractors must be Suffolk County Certified to install swimming pools (H26 License)
  - Estimated cost of the proposed work (owner will need to provide a Final Cost Affidavit for a CO)
  - Check made payable to the Village of East Hampton at time of submittal (call ahead to determine permit fee).
- Current Owner's Letter of Authorization for the Applicant if other than the Owner (form located on our website in "forms and documents")
- LLC, Corporation or Trust paperwork showing the member that is giving permission to apply
- If ownership has recently changed, provide the filed deed with new owner Information
- (2) Sets of Signed and Stamped Plans by a Licensed New York State Architect or Engineer drawn to scale on paper no smaller than 18"x24" and no bigger than 24"x36"
- Signed/Stamped Proposed Gross Floor Area Certification form filled out by an Architect (form located on our website in "forms and documents")
- 2025 New York State Energy Code Compliance:
  - Manuals J, D & S
  - Prescriptive, REScheck, or HERS compliance path documents
- Suffolk County Health Department "Red Stamp" Survey/Site Plan approval (if applicable)
- Other applicable approvals and permits (Stormwater Pollution Prevention Plan, DEC, ZBA Determination, Certificate of Appropriateness, Miscellaneous Permit, Demolition Permit, etc.)
- (2) current (within the last year) surveys showing all proposed work and the following information:

SURVEY REQUIREMENTS

- Must be current **within one calendar year** of the date of application/submittal
- Lot Area (in both acreage and square feet)
- The permitted Building Envelopes (Principle, accessory, double accessory "noise making")
- Principle side or rear yard **setback relief provisions** per §278-3A(6) (if applicable). Show calculations. For flag lots setback relief calculation excludes the lot area in any strip of land with a width of 30 feet or less affording street access to a lot
- All recorded easements/restrictions
- Wetland flagging with applicable 125', 150' and 200' setbacks
- Ocean Dune setback per chapters **278** (Zoning), **101** (CEHA) and **124** (Preservation of Dunes)
- All **existing and proposed** (if new work is being applied for) structures
- Proposed swimming pools shall also indicate overhead or buried electrical wires or service, proposed pool drywell sized to Village code, pool equipment with enclosure location and proper pool barriers
- Existing and proposed Lot Coverage
- For properties over one acre with proposed work, a delineated "**area of disturbance**" with a square foot calculation is required
- All drainage structures (drywells, geothermal wells and sanitary systems)
- Driveway and parking areas with dimensions. Every lot used for a residential use shall show and provide on-site parking for a **minimum of two vehicles**. Lots used for commercial uses are regulated by §278-6
- Any fence, retaining wall, pool enclosure system, areaways, air conditioning condensers, generators, pool equipment/pool equipment enclosures and the like, as they all constitute a structure as defined in our code
- Note the elevation of "**Average Existing Natural Ground Level**" Per §278-3B(1)
- All elevation information should be provided and noted as using the North American Vertical Datum of 1988 (NAVD 1988)
- Maximum and actual total heights for both primary and accessory structures
- All surveys should indicate the **flood zone** with BFE and the FIRM Panel used to determine the Zone. Surveys or site plans for properties with identified special flood hazard areas (SFHA) or otherwise protected areas (OPA) should provide all of the relevant information required for compliance confirmation
- The "**edge of clearing**" shall be clearly identified on all properties that contain wetland or other sensitive areas where clearing restrictions apply

Signed/stamped Architectural/Structural plans to include but not limited to:

- Plans need to state and reflect that "All work is in compliance with the Village of East Hampton Code, **2025 New York State Residential Code and Energy Conservation Code**." (*Building Code* and other applicable codes for commercial work)
- **Design Criteria** per Table R301.2(1) of the Residential Code (130 wind zone, 20 psf snow load...)
- Wind borne debris zone 1 - Hurricane windows or Wood structural panel specifications
- Window **safety glass** shown in required locations (hazardous locations per R308.4, etc.)
- Strapping details

- Emergency rescue opening locations and specifications
- Ceiling heights
- Stair details (Rise, run, width, head height and rail/guard specs)
- Smoke/CO/Heat alarm locations
- Light and vent calculations that show compliance per room
- Any basements that extend beyond first floor framing shall show compliant calculations per §278-3A(11)(a)
- Fireplace/Chimney **framing separation to combustibles** requirements, hearth extension dimensions, trim/mantel clearances and energy compliance (tight fitting doors or tight-fitting flue damper)
- Thermal Envelope diagram with air sealing details
- **Spray foam specifications** and thermal barrier requirements when sheetrock is not present (intumescent fire coatings)
- Plumbing riser diagram
- Existing/Proposed Principle and Accessory gross floor area calculations. Note the definition of GFA on the plans
- Proposed heights on all buildings per 278-3B(1). Show the elevation of "**Average Existing Natural Ground Level**" and dimensions to the highest point of the proposed structure. Note the definition "Measurement 278-3B(1)" on the plans
- Roof design compliance per §278-3B(2)(a) **through** §278-3B(2)(d)
- Structural plans to include all **rebar** requirements for the footing/foundation and all load-bearing **framing member** specifications
- Pool structural drawings (**side cuts**) and drywell size specifications per Village Code – **Must be cable of completely draining the swimming pool within 12 hours.**
- Any proposed work within a **Historical District** or a property subject to review from the Design Review Board per chapters 121 and 126 will require approval prior to a building permit submittal
- Any proposed work involving **demolition** of a building will require a demolition permit (documents that are required are on the demolition permit application)
- Any proposed work that involves **disturbing more than one acre** of land will require a Stormwater Pollution Prevention Plan

Village Code and other information (including but not limited to):

- All Building Permits must be approved, issued and placard must be posted on the property so that it is readily visible from the street **before work can begin**
- No contractor, subcontractor, home improvement contractor, electrician or plumber presently regulated by the County of Suffolk or the Town of East Hampton shall advertise, operate or provide services within the Village of East Hampton unless registered annually pursuant to this chapter in the **Village of East Hampton Contractor Registry §107-13A**
- The Building Permit application and the most current set of building plans, as approved, **must be kept on the premises and made readily available to the building inspector** for each scheduled inspection
- No change to the work may commence without the review and approval of the Building Inspector and any change must be submitted to the Building Department with the revised plans, survey and any other applicable paperwork
- No building or structure hereafter enlarged, extended or altered, or upon which work has been performed which required the issuance of a building permit, shall continue to be occupied or used for

more than 30 days after the completion of the alteration or work unless a certificate of occupancy shall have been issued by the Code Enforcement Officer

- When the Building Inspector requires the protection of **Village street trees**, the property owner or agent shall fence the tree(s) with snow fencing or orange construction fence per the Tree Protection Guidelines to stop vehicles from parking on the tree roots §250-22
- All new or altered existing driveways shall have a road opening permit from the Department of Public Works before a Building Permit will be issued. A Certificate of Occupancy will not be issued until the new driveway meets the requirements of the road opening permit and is signed off by the Superintendent of Public Works.
- You are **permitted one sign** which must be one sided, not exceed 18" x 18" in area, be placed only parallel to the street and shall not be more than 3 feet in height, including posts, announcing or listing the builders, contractors, design professionals, landscapers, subcontractors and material suppliers working on the lot. The sign must be installed entirely on private property. The sign must be removed before a Certificate of Occupancy is issued §278-4
- The Code Enforcement Officers of the Village of East Hampton are hereby authorized to come onto the premises herein described during the course of construction and thereafter to ascertain compliance with the Code of the Incorporated Village of East Hampton, the Codes of New York State and all other laws governing building construction and safety
- It is the responsibility of the permit holder to have the work inspected as required by law. Reasonable notice is required so that inspections can be scheduled. Inspection requests can be made by phone or by email. The required inspections will be attached to your building permit once approved

Final close out paperwork required prior to final inspection:

- Final survey
- Health Department final approval survey ("green stamp")
- Electrical Certificate (obtained from a company on East Hampton Village's Approved Electrical Inspection Agencies List)
- Solder & Anti Scald Certificate
- Gas supply line installation Certificate
- HERS Certificate or Energy Efficiency Certificate (for non-HERS homes)
- Blower Door / Duct Leakage Certificate
- Gross Floor Area "As-built" Certification form
- Smoke/CO alarm affidavit
- Final Cost affidavit – And fee paid if applicable
- Stormwater Pollution Prevention Plan termination letter from DEC
- Flood Elevation Certificate
- Declaration of Covenants and Restrictions for new Accessory Dwelling Unit permits
- Fire Alarm Registration Application form completed with fee paid and Knox Box installed and locked

If all work has not been completed and all required final paperwork has not been submitted by the building permit's current expiration date, a **renewal fee** to extend the permit will be due for either one year (1.25% x construction cost) or for 6 months (.75% x construction cost)