

# Incorporated Village of East Hampton

## Application for Building Permit

631-324-4150

www.easthamptonvillage.org

Permit Number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_ [ ] Approved [ ] Approved with Conditions

Estimated cost of work proposed: \$ \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_

Conditions: \_\_\_\_\_

Additional work: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_

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**Please Do Not Write Above This Line**

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A. Property Owner as indicated on tax roll: \_\_\_\_\_

Legal address: \_\_\_\_\_

SCTM# (301) - (\_\_\_\_) - (\_\_\_\_) - (\_\_\_\_)

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

B. Name of Applicant: \_\_\_\_\_

Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

C. Describe in detail the work proposed: \_\_\_\_\_

D. Is the property in a designated Historic District? ☐ No ☐ Yes

E. For what purpose is the proposed structure to be used \_\_\_\_\_

F. Estimated cost of construction: \_\_\_\_\_

Additional work cost: \_\_\_\_\_

G.Name of Architect: \_\_\_\_\_

New York State License #: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

H.Name of Engineer: \_\_\_\_\_

New York State License #: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I.Name of Contractor: \_\_\_\_\_

East Hampton Town Home Improvement License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

J.Name of Electrician: \_\_\_\_\_

Suffolk County License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

K.Name of Plumber: \_\_\_\_\_ Expiration: \_\_\_\_\_

Suffolk County License #: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

L.Name of HVAC Contractor: \_\_\_\_\_ Expiration: \_\_\_\_\_

Suffolk County License #: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

M. Name of Pool Contractor: \_\_\_\_\_

Suffolk County License #H26 \_\_\_\_\_ Expiration: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

N. Name of Mason: \_\_\_\_\_

East Hampton Town License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

O. For all pre-fabricated fireplaces (including decorative heating appliances):

Make and Model of Fireplace or Appliance: \_\_\_\_\_

Name of Installer: \_\_\_\_\_

East Hampton Town Home Improvement License #: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Notice of utilization of truss construction, pre-engineered wood construction and or timber construction

Please check all that apply

\_\_\_\_ New residential structure

\_\_\_\_ Addition to existing residential structure

\_\_\_\_ Rehabilitation to an existing structure

To be constructed or performed at the above location

\_\_\_\_ Truss type construction (TT)

\_\_\_\_ Pre-engineered wood construction (PW)

\_\_\_\_ Timber construction (TC)

In the following locations

\_\_\_\_ Floor framing including girders and beams (F)

\_\_\_\_ Roof Framing (R)

\_\_\_\_ Floor and roof framing (FR)

Working Restrictions (all work)

196-1A(9) / 196-1A(10)

September 16th – December 31st

Monday -Friday	8am-6pm Allowed
Saturday	10am-6pm Allowed
Sunday /Federal Holidays	Not Allowed

January 1st – May 14th:

Monday -Friday	8am-6pm Allowed
Saturday	10am-6pm Allowed
Sunday /Federal Holiday s	Not Allowed

May 15th – September 15th:

Mon-Fri	8am-6pm Allowed
Saturday	12pm(noon)-4pm Allowed
Sunday /Federal Holiday s	Not Allowed

\*See exception below

\*196-1A(10)(d) Leaf blowers

May 15th – September 15th:

Every day : Gas or diesel powered leaf blowers are prohibited.

Federal Holiday s Include: New Year's Day , Martin Luther King, Jr. Day , Washington's Birthday , Memorial Day , Juneteenth, Independence Day , Labor Day , Columbus Day , Veterans Day , Thanksgiving Day , and Christmas Day .

§ 107-13A: 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 .

§ 185-14A: No landscaper shall advertise, operate or provide services within the Village of East Hampton unless the landscaper is registered annually pursuant to this article.

Renewals: As per §104-7A, if all work has not been completed and all required final paperwork has not been submitted by the building permits current expiration date, a renewal fee to extend the permit with be due for either one y ear (1.25% x construction cost) or for 6 months (.75% x construction cost).

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

I, (PRINT NAME) \_\_\_\_\_, being duly sworn, do hereby depose, certify and state that I am the owner or a duly authorized agent for the owner of the property described herein, am duly authorized to make and file this application, am duly authorized to perform the work proposed herein,

Dated \_\_\_\_\_ 20\_\_\_\_

Sworn to before me this \_\_\_\_\_

Owner or Architect, Builder or Other Authorized Agent

Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

Revised 7/17/2025