

Information and Application Instructions:

This application must be completed and submitted in ink or typewritten and submitted together with one original survey or site plan, two complete sets of plans drawn in 1/4" scale and specifications which shall include pertinent information fully and adequately describing the work proposed, including **plumbing, heating, electrical and all other building components or systems.**

Payment is required to be submitted with the application; email or call ahead – you will be notified of the fee amount. Incomplete submittals will be rejected by the Code Enforcement Officer. Any permit application including any modification to an existing sanitary system or a new sanitary system must also include the approval of the Suffolk County Department of Health Services including S.C.H.D. for geothermal wells.

It is expressly noted herein that applications submitted with a detailed site plan in lieu of an original survey by a licensed surveyor may be processed – provided that they include all of the information required by the Code of the Incorporated Village of East Hampton, the Codes of New York State and all other laws governing building construction and safety. For all applications involving swimming pools, please see below.

No Certificate of Occupancy will be issued by this office without the submittal of an original survey by a duly licensed land surveyor indicating all improvements to the property (including all those below grade – sanitary systems and drywells / drainage structures), all utilities, lot area calculation, lot coverage calculation, accessory building gross floor calculation, demarcation of any areas affected by covenant, restriction or easement and such elevation information as needed to illustrate compliance with local height regulations in full compliance with applicable New York State Education Law.

Properties in any designated Coastal Erosion Hazard Area, Flood Zone, Freshwater Wetlands, Historic District or those properties put to commercial uses or subject to additional requirements under local zoning will be required to include specific information relative and unique to the property and condition(s) such as flood zones, lowest floor elevation certification (pursuant to both local law and Federal Emergency Management Agency regulations), local historic district, and all other information required at the discretion of the Code Enforcement Official.

Memo to All Licensed Professionals Regarding Requirements for Site Plans & Surveys

Recent changes to Village Code, the FEMA Maps and the practices of this department compel us to now require that all surveys be current (within one calendar year of the date of application/submittal) and that the following information is to appear on each and every survey or site plan submitted to this office:

- 1. Lot Area (in both acreage and square feet)**
- 2. The permitted Building Envelope**
- 3. Lot Coverage**
- 4. Gross Floor Area Calculation (which may be noted as taken or provided by another licensed design professional)**
- 5. Gross Floor Area Calculation for each and all detached accessory structures (which may be noted as taken or provided by another licensed design professional)**

6. All drainage structures (i.e., drywells, geothermal wells & sanitary systems)
7. All parking areas (pervious, impervious or available [for residential properties, if not actually improved])
8. 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
9. Maximum and Actual Heights for both primary and accessory structures
10. For any parcel in any approved subdivision (minor, major or lot line modification), any easement or restriction whatsoever
11. For any parcel using alternative setback relief, the complete calculations of same (which may be done on a separate drawing for the sake of clarity) – please note that the calculations for flag lots have changed, specifically that the alternative setback relief calculation now excludes the lot area in any strip of land with a width of 30 feet or less affording street access to a lot. It is important to note that the flag strip is still used for purposes of calculating maximum lot coverage as well as maximum gross floor areas (principal and accessory).
12. Any wetland flagging (current to within one year from date of survey/application/submittal), 20 foot contour line or Coastal Erosion Hazard Area line if/as applicable.
13. All elevation information should be provided and noted as using the North American Vertical Datum of 1988 (NAVD 1988). Converted information may be accepted but must be clearly distinguished as such.
14. All surveys and site plans should indicate the flood zone 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.
15. Elevation certificates required (FEMA Form 81-31, last revised 2/2006) for all properties located in flood insurance Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, and AR/AO.

Applications involving swimming pools must indicate the following information:

- a. The location of the proposed pool -- **the location of the proposed pool must be staked by the surveyor**
- b. The location of any overhead or buried electrical wires or service
- c. The location of the pool drywell (must be capable of completely draining the pool with twelve hours)
- d. The location of the pool equipment
- e. The proposed enclosure of the pool equipment as is required by Village Code
- f. The location of the pool enclosure system, including all fencing, the location of any gates and a notation indicating how any doors in the house are to be addressed if the house is used as part of the enclosure
- g. A pool “side cut” or structure detail plan of the pool construction is required and must be signed and stamped by design professional
- h. Pool Contractor must have Suffolk County Home Improvement License with H26 Certification

All Building Permits must be approved and issued before beginning work.

The Building Permit placard **must be posted on the property so that it is readily visible from the street. The Building Permit application and the most current set of building plans, as approved, must be kept on the premises until the completion of the work authorized by such permit.** No change to the work may commence without the review and approval of the Code Enforcement Officer, and any change must be submitted to the office of Building and Zoning in writing and or in drawing form unless otherwise authorized by the Code Enforcement Officer.

No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been granted, certifying that such building conforms substantially to the approved plans and specifications submitted with the Building Permit application and the requirements of the ordinances applying to buildings of its class and kind unless otherwise authorized by the Code Enforcement Officer. A "Request for Certificate of Occupancy Form" is available from Village Hall or the Village website and requires a fee of \$250.00.

No Certificate of Occupancy will be issued until a certificate of approval is obtained from one of the approved and duly authorized electrical inspection agencies and a copy of same approval is provided to the Code Enforcement Officer. The following electrical inspection agencies have been duly approved by the Village pursuant to §130 of Village Code:

Electrical Inspectors Inc.
308 East Meadow Avenue
East Meadow, NY 11554
Phone 516-794-0400/800-794-1468

Electrical Inspection Service Inc.
375 Dunton Avenue
East Patchogue, NY 11772
Phone 631-286-6642

Long Island Electrical Inspection Service Inc.
670 Middle Country Road
St. James, NY 11780
Phone 631-265-3075

Suffolk Bureau of Electrical Inspectors Inc.
40 Nottingham Drive
Middle Island, NY 11953
Phone 631-496-8136

Certified Electrical Inspections Inc.
450 Sag Harbor Turnpike
East Hampton, NY 11937
Phone 631-598-5610/888-238-1338

East End Inspection Agency LLC
P.O. Box 35
East Quogue, NY 11942
Phone 631-594-2272

Long Island Electrical Inspectors Inc.
21 Third Avenue
Bay Shore, NY 11706
Phone 631-581-8697

No Building Permit will be issued until written approval is obtained from the authority or agency having jurisdiction over the sanitary system and a copy of same approval is provided to the Code Enforcement Officer.

No obstruction or placement of any structure (including sprinkler systems) or landscaping is permitted within the public right-of-way, and any and all damage to any public right-of-way must be restored prior to the issuance of a Certificate of Occupancy.

§250-17 Injuring or removing shade trees along streets or highways

When the Building Department requires the protection of Village street trees, the property owner or agent shall fence the tree(s) with snow fencing to stop vehicles from parking on the tree roots **§250-22 Parking along grassed shoulders or rights-of-way** shall apply.

§250-23 Residential driveways

All new 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.

§278-4 Signs

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 will be issued.

On-site parking, as required by the Code of the Village of East Hampton, must be indicated on any site plan or survey submitted with a Building Permit application. Every lot used for a residential use shall provide on-site parking for a minimum of two vehicles. Lots used for commercial uses are regulated by **§278-6. Parking Requirements** of the Code of the Village of East Hampton.

The form indicating use of Truss type construction (TT), Pre-engineered wood construction (PW) or Timber construction (TC) must accompany this application and all requirements must be met prior to issuance of a Certificate of Occupancy.

An asbestos survey is required for all renovations, remodeling, repair and/or demolition of all structures built prior to 1974. For further information and updates, please see the NYS website at : www.labor.ny.gov

Projects that include the installation of a generator must have proper signage installed prior to the issuance of a Certificate of Occupancy

Note:

The General Contractor for the work must provide Workers' Compensation and Public Liability Insurances as provided for by law and must maintain said policies during the entire course of construction under this Building Permit and any renewals thereof.

Homeowners acting as their own General Contractors for the work governed by this Building Permit are required by New York State law to provide proof of compliance with the Workers' Compensation Law by completing form BP-1 (3/99) and submitting it with this Building Permit application. This exemption may only be used for Owner-Occupied 1, 2, 3 or 4 Family residences (including condominiums and townhouses).

IT IS UNDERSTOOD THAT:

Work will not commence until the permit is issued.

All work will be carried out in compliance with the plans and specifications approved. A set of stamped approved plans along with an inspection list, shall be on the job site at all times. Any change to the work must be submitted in writing and/or in plan form for review and approved by the Code Enforcement Office before commencing.

All work will conform to all applicable provisions of the Code of the Incorporated Village of East Hampton, the Codes of New York State and all other laws governing building construction and safety.

The structure must not be used or occupied until a Certificate of Occupancy is issued.

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 (631-324-4150), or by email at (lbeyer@easthamptonvillage.org, khowie@easthamptonvillage.org, rjahoda@easthamptonvillage.org, or tpreiato@easthamptonvillage.org) and must at least indicate the Building Permit number, the name of the person making the request and the inspection needed – it is not necessary to speak with the Code Enforcement Officer to schedule an inspection.

The following inspections are required:

- Rebar -Footing
- Rebar- Foundation
- Foundation damp-proofing/Insulation
- Framing
- Strapping
- Roof and Wall Sheathing Fasteners (before application of vapor barrier)
- Ice and Water Shield Installation (before application of roofing)
- Plumbing-Underground
- Plumbing-Supply/Vent
- Shower Pan
- Insulation
- Final
- Pool Stakeout by Surveyor
- Pool Rebar
- Pool Drywell
- Pool Backwash Line

This application may be made by any person authorized by the Owner to act on his/her behalf, provided a signed notarized **Letter of Authorization** from the owner is provided. (NOTE: If property is held in a

Trust or an LLC, a copy of the documents formulating the Trust/LLC indicating managing authority must be provided). Please indicate your relationship to the proposed work (i.e., architect, builder, engineer, design professional, etc.)

(Code Enforcement Officer may request affidavit of final construction cost at the end of the project)

Note that any such installation will require additional inspections as follows:

For masonry fireplaces: An inspection of the firebox and damper assembly and an inspection of the chimney before it is capped.

For all pre-fabricated fireplaces (including decorative heating appliances): An inspection of the fireplace or appliance and the chimney assembly when installed and prior to the closing of the chase or cavity.