



Incorporated Village of Westhampton Beach

DEPARTMENT OF BUILDING AND ZONING

165 Mill Road, Westhampton Beach, New York 11978

(631) 288-3478 – Fax (631) 288-4332



BUILDING PERMIT APPLICATION CHECKLIST

This worksheet is presented as a guide for preparation of a complete building permit application. Please be careful to include all of the documents and items required for the proposed work. Additional information is available at the Village website at

www.westhamptonbeach.org

Application Requirements:

1.	Building Permit Application	(page 2)	Y / N
2.	Construction Plans	3 sets Residential, 4 sets for Commercial (1/4" or 1/8" scale) No larger than 24" x 36"; if larger is needed, please provide one half-set Rooms/uses should be labeled, square footages provided	Y / N
3.	Plot plan (3 copies)	Show proposed work with zoning chart overlain on survey information Stamped/signed by design professional, no larger than 11" x 17" (ledger) Crest of Dunes, Floodplain & CEHA lines depicted, if applicable	Y / N
4.	Current Survey (2 copies)	Must be representative of all structures on currently on property	Y / N
5.	Energy Compliance (2 copies) (see page 5)	ResCheck or ComCheck; Third Party Testing Affidavit; Mechanical Line Drawing with Insulation Notes, Draft Stopping Details; Manual J, Manual S	Y / N
6.	FEMA Elevation Certificate	To be provided if applicable; updated may be required prior to CO	Y / N / NA
7.	Photographs of Building, ** Property & Adjacent Properties	Adjacent structures & buildings within 250' for Architectural Review Board consideration; if applicable	Y / N / NA
8.	Landscape Plan (2 copies) **	Existing & proposed landscaping; if applicable	Y / N / NA
9.	History; copies of COs/permits	Provide copies of open permits, violations, and issued COs for the property	Y / N
10.	Contractor's info & license	Southampton Town Home Improvement contractor for existing residential	Y / N
11.	Workers' Compensation	NYS forms C-105.2 or U-26.3; Acord form is not acceptable proof	Y / N
12.	Fees	To be determined and submitted at time of application	Y / N
13.	Demolition	For Full Dwelling or Commercial Building Demo ONLY: List carter on application and submit documents as detailed on page 4	Y / N / NA

Additional Documents and/or Approvals, if applicable:

- a. Any application that includes FILL in the floodplain areas will require Planning Board approval per §197-27
- b. Suffolk County Department of Health Services; red- or black-stamped approval to construct
- c. Suffolk County Department of Public Works; for work within the right-of-way of a County road
- d. New York State Department of Environmental Conservation; disturbance adjacent to wetlands
- e. Town of Southampton Trustees; bulkheads, docks, work on or in bays, lakes & waterways
- f. Fire Marshal; commercial applications, business reg, fuel tanks, fire-service equipment installations
- g. Zoning Board of Appeals Determination; with proof of filed C&Rs
- h. Planning Board Approved Site Plan and Approval Resolution; with proof of filed C&Rs
- i. Board of Trustees Special Exception Determination; with proof of filed C&Rs

****NOTICE:** The *Architectural Review Board* requires photographs for all building permit applications. All building permit applications for alterations, additions or revisions to an existing structure **MUST** include photographs showing all sides of the structure, which shall be properly labeled. In addition, photos taken from the dwelling (looking North, South, East and West), together with photos of neighboring homes or structures shall be submitted with labels, addresses and indication as to whether they are situated North, South, East or West of the subject property.

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BUILDING PERMIT APPLICATION

PART I: OWNER INFORMATION – Please print below

Property Location : _____ SCTM# 905- _____ - _____ - _____

Owner(s) of Record : _____

Phone: _____ Cell Phone: _____ Email Address: _____

Mailing Address of Owner(s): _____

City State Zip Code

PART II: Agent / Architect / Attorney Information (responsible for filing & receiving correspondence) – Please print below

Agent responsible for proposed work: _____

Phone: _____ Cell Phone: _____ Email Address: _____

Mailing Address of Agent: _____

City State Zip Code

PART III: Proposed Work Project Details – Please print below

Proposed project description: _____

New Building Floor 1	SF	New Building Floor 2	SF	Lot Coverage	%
Attached Garage	SF	Roofed-Over Porches	SF	New Bedrooms #	
Existing Building Area	SF	Existing Use		Proposed Use	
Existing Floor 1	SF	Existing Floor 2	SF	Alteration/Renovation	SF
Proposed Floor 1 Add	SF	Proposed Floor 2 Add	SF	Alter/Reno Est Cost \$	
Detached Garage	SF	Pool	SF	Deck	SF
				Patio	SF
				Landscaping	SF
Tennis Court	SF	Shed	SF	Cabana	SF
				Hot Tub	SF
				Other _____	SF

Total Estimated Cost: \$ _____ Regrading: ___ Yes ___ No Fill: _____ cu yds

Contractor: _____ SH Town Home Improv License #: _____

Demolition of: _____ Name of Carter: _____

PART IV: Notary Public – Please type or print below

APPLICATION IS HEREBY MADE FOR ISSUANCE OF A BUILDING PERMIT pursuant to the Code of the Village of Westhampton Beach and the Building Code of the State of New York, and all amendments thereto, for the work as described herein an in the described plans and specs.

STATE OF NEW YORK, COUNTY OF SUFFOLK) ss.: (Print Name of Applicant) _____

being duly sworn deposes and says that he/she is the applicant above named.

He/She is the (Owner or Agent: Contractor, Officer, RA, PE, etc.) _____ of said owner or owners, and is duly authorized to perform or have performed the said work, as described in the attached plans and specifications, and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief; and that the work will be performed in the manner set forth in this application, plans and specifications filed herewith.

Sworn to before me this _____ day
of _____, 20_____

Applicant Signature

Notary Public



OWNER’S AUTHORIZATION

STATE OF _____)
) ss.:
 COUNTY OF _____)

I, (owner) _____

Residing at:

Being the owner of premises (Property Location)

Also known as Suffolk County Tax Map Number (SCTM #:)

Hereby authorize (Agent)

Whose mailing address is (Agent Address)

To act on my behalf for purposes of application and interfacing with the Building Department for (Description of Proposed Work)

Of the Village of Westhampton Beach, and to received and/or file any documents required with reference to my application for
 (Owner)

I hereby agree to allow my agent, whose name appears above, to act on my behalf and I further agree to abide by any requirements imposed by this Board as a condition of their approval.

 Owner Signature

Sworn to before me this _____ day
 of _____, 20_____

 Notary Public



REQUIREMENTS FOR A WHOLE HOUSE DEMOLITION PERMIT

1. **BUILDING PERMIT APPLICATION FORM AND FEE:** Completely filled out, signed and Notarized. The fee for the demolition permit is \$100.00.
2. **PLOT PLANS:** Submit three (3) copies of the survey showing:
 - a. all the structures to be demolished;
 - b. Project Limiting Fence including haybales and silk fence, if necessary; and
 - c. Construct Entrance and Exit point along with material for apron.
3. **OWNER'S AUTHORIZATION:** Submit letter from property owner acknowledging the proposed demolition work and authorizing the contractor, architect or engineer to act as owner's agent on all matters concerning this permit.
4. **DEED:** Submit copy of current owner's most recent deed.
5. **CONTRACTOR'S INSURANCE CERTIFICATE:** Submit current copy of demolition contractor insurances (Worker's Compensation, Disability and General Liability Insurances)
6. **CONTRACTOR'S LICENSE NUMBER: RESIDENTIAL PROPERTIES ONLY WHERE STRUCTURES WILL REMAIN:** Submit current copy of Contractor's Town of Southampton Home Improvement License.
7. **ELECTRIC DISCONNECT LETTER:** Submit letter from PSEGLI stating that **ALL** electric to the structure has been turned off and disconnected at the street side; or Temp Service CC from Southampton Town Electrical Inspector for temporary relocation to H-frame or pole.
8. **GAS DISCONNECT LETTER:** Submit letter from National Grid stating that all gas service(s) to this structure have been turned off at the street, if applicable
9. **WATER DISCONNECT LETTER:** Submit letter from Suffolk County Water Authority that water service to this structure have been turned off at the street.
10. **ASBESTOS SURVEY REPORT:** Submit asbestos survey report prepared by a New York State Department of Labor Certified Asbestos Inspector. If Asbestos samples were taken, submit the test results from a New York State Certified Monitoring Firm or Laboratory in accordance with New York State Labor Law (Ind. Rule 56).

DEMOLITION WORK SHALL NOT BEGIN UNTIL THE APPLICANT HAS SUBMITTED ALL OF THE REQUIRED DOCUMENTATION AND A PERMIT HAS BEEN ISSUED.

- The applicant shall carefully answer all applicable questions on all forms.
- Illegible and unreadable forms or surveys will **NOT BE ACCEPTED.**
- Submittals must be provided to the Building Department prior to the issuance of a Building Permit to the property owner for demolition work.
- Construction materials and debris **will not** be permitted to be buried.
- All foundation walls and footings are to be completely removed and inspected by the Building Department before back filling.
- All depressions on the site caused by the removal of any material must be leveled off with clean suitable materials as determined by the Building Department.
- Grade must be stabilized with vegetation for final sign off.

