

## **Building Permit Application Checklist**

**Dear Applicant:** This checklist is presented as a guide for preparation of a complete building permit application. For this application to be processed efficiently, please be sure to include all documents and items required for the proposed work.

### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED** **Permit expires one (1) year from date of issuance**

1. Two (2) fully completed signed and notarized permit applications w/appropriate fee.
2. Contractor's license and proof of Workers' Compensation, Disability & Liability Insurance.
3. Three (3) sets of plans and specifications and **one (1) set of digital plans**, all sheets must be numbered consecutively, three (3) sets of plans must be signed and stamped on each sheet or page by a NYS licensed architect or professional engineer showing:
  - a. All structural and plumbing details
  - b. Foundation (piling plan) pursuant to FEMA regulations and Local Law 6 of 1998 showing sizes and types of materials
  - c. Floor plan (for each planned building floor) and square footage of living space indicating Room layout, headers, floors, side walls and ceiling materials and sizes & decks, walkways and square footage
  - d. At least three (3) elevation views showing exterior of the building, a cross section of the building indicating all materials as to size and type
  - e. 60 Degree Pyramid Analysis clearly delineated on all three elevation views
  - f. Drainage and vent system detail showing all plumbing connections and piping in the building
  - g. Drawings shall be clear and accurate and drawn to 1/4" to foot scale.
  - h. Mechanical and electrical details, elevated above BFE.
  - i. NYS energy code calculations.
  - j. Details of exterior steps, stairways, railings, driveways, terraces and patios on grade, type of materials for exterior.
  - k. All construction below BFE must be certified by architect or engineer as breakaway construction as per FEMA & Local Law #6 of 1998 (V zone only).
4. Affidavit of Energy Compliance, 3<sup>rd</sup> party testing form (manual J & blower door)
5. A valid Certificate of Occupancy or certified abstract of single and separate ownership
6. REScheck Form, **Manual J, Manual S**
7. Propane Tank Permit Application (No fee new home)
8. Two (2) current surveys, showing FEMA zone, all existing and proposed structures, their setbacks to all property lines, square footage of each and percentage of lot coverage of existing and proposed structures in relation to the lot area (lot area equals total parcel area minus wetlands, if any). Must have location of gas tank. One corner monument per lot required on Final Survey. Must be drawn to scale. Survey must be signed and stamped by a NYS Licensed Surveyor Oceanfront Property must show Coastal Erosion Hazard Line (ocean only)
8. A copy of the Suffolk County Health Department approval for cesspool and well installations (new construction) and modifications to existing buildings where the existing cesspool and well systems are being modified. (Health Dept: 852-2100); NOTE: No structure can be built within the 25-yard setback on ocean side properties
9. DEC approval (work within 300 feet from wetlands) or DEC letter of non-jurisdiction or DEC general permit
10. The Village Flood Damage Prevention Code requires (Local Law #6 of 1998):
  - a. The elevating of all structures whenever cumulatively and/or substantially improved more than 50% of replacement value.
  - b. that the area below the BFE is constructed of Breakaway Walls in V zones only
10. Any change in field plans are to be resubmitted and approved by the Building Inspector.

**\* No Certificate of Occupancy will be issued until the following documentation is submitted to the Building Inspector for Final Approval**

- \_\_\_\_\_ Piling Certificate – **Original**
- \_\_\_\_\_ Elevation Certificate – **Original**
- \_\_\_\_\_ Pre-engineered Affidavit
- \_\_\_\_\_ Electrical Inspection Certificate – **Original**
- \_\_\_\_\_ Solder & Anti-Scald Certificate
- \_\_\_\_\_ Gas line certification forms- **Original**
- \_\_\_\_\_ Breakaway/Design Professional letter (V zone only) - **Original**
- \_\_\_\_\_ Affidavit of Energy Compliance Form-REScheck - **Original**
- \_\_\_\_\_ Survey w/Department of Health Approval – Stamped w/Green Ink or Orange Inspection Card- **Original**
- \_\_\_\_\_ 120 MPH Glass/Shutters with placement map
- \_\_\_\_\_ Address Numbers on the house required to be 4 inches tall by ½ inch thick stroke.
- \_\_\_\_\_ Stamped Sprinkler System Plans & Letter of Compliance of NFPA-13R – **Original**
- \_\_\_\_\_ Blower door test- 3 ACH or less
- \_\_\_\_\_ Duct leakage test if applicable
- \_\_\_\_\_ Propane permit- certification of completion from propane company
- \_\_\_\_\_ “As Built” Survey Reflecting the CEHA Line (ocean only) – 1 **Original**
  - Total square footage for all living spaces, decks & pools etc.
  - Lot coverage (maximum 20%)
  - Building height (lowest structural member to top of highest ridge maximum 32’)
  - Location of one required roadside corner monument (non-roadside any corner)
  - Location of gas tanks

Note: Exterior lighting must comply with chapter 560-38.1 of the Village code, requiring shielded exterior lighting

**Building Department Fees**

<b>Building Permit</b>	-2% of first \$1,000,000 of construction cost <b>PLUS</b> - 1% of remaining construction cost <b>OR</b> -\$5.00 per square foot, whichever is greater <b>PLUS</b> -\$200 administrative fee -\$750 minimum all permits -\$500 permit renewal
<b>Demolition</b>	-Under 1,000 square feet \$500 -Over 1,000 square feet \$750
<b>Zoning Board of Appeals</b>	-\$500 additional \$300 per variance

### Building Permit Application

Application is hereby made for a:

- ( ) Building Permit  
( ) Other \_\_\_\_\_

Permit No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
(By Building Inspector)

1. Name of Owner: \_\_\_\_\_ Location of property: \_\_\_\_\_ SCTM  
No.: 0907- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

2. Contractor Responsible for Proposed Work: \_\_\_\_\_  
Copy of Contractor's License: \_\_\_\_\_  
Proof of Workers Compensation, Disability & Liability Insurance: \_\_\_\_\_ (copy)  
Description of Proposed Work:  
\_\_\_\_ New Building \_\_\_\_ Addition \_\_\_\_ Alteration \_\_\_\_ Repair

3. Size of Property: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

4. Percentage of lot occupied: \_\_\_\_\_ Total area: \_\_\_\_\_ (not to exceed 20%)

5. Accessory Structures:  
Percentage of rear yard occupied: \_\_\_\_\_  
Setback from rear lot line: \_\_\_\_\_  
Setback from side yard line (a): \_\_\_\_\_  
(b): \_\_\_\_\_

6. Are there any property covenants or conditions of special permits which would affect the development of this property: \_\_\_\_\_  
If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

7. Name of Architect \_\_\_\_\_  
Address: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

The owner grants the Building Inspector permission to enter the property at any reasonable hour, without prior notice to assure compliance with construction, zoning, or any Village Ordinance

**\*\*For demolition permits a letter of certification that gas and electric have been disconnected and a copy of the contractor's license and insurance\*\***

**NO ACTION WILL BE TAKEN ON INCOMPLETE APPLICATIONS**

APPLICATION IS HEREBY MADE FOR ISSUANCE OF A BUILDING PERMIT pursuant to the Code of the Village of West Hampton Dunes and the Building Code of the State of New York; and all amendments thereto, for the work as described herein and in the described plans and specifications.

STATE OF NEW YORK:

ss.:

COUNTY OF \_\_\_\_\_:

I, \_\_\_\_\_, being duly sworn deposes and says that he/she is  
(PRINT) NAME OF INDIVIDUAL SIGNING APPLICATION  
the applicant above named. He/She is the \_\_\_\_\_

OWNER OR AGENT/CONTRACTOR

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 this application, plans and specifications filed herewith. That in effect, are all required insurance, including workers compensation insurance, and that I presently possess a valid Village of West Hampton Dunes Contractor license, if applicable.

\_\_\_\_\_  
Name of Property Owner

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Contractor

Sworn to before me this  
day of \_\_\_\_\_, 20\_\_\_\_

Sworn to before me this  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

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**\*\*For Official Use Only – To Be Completed by the Building Inspector of West Hampton Dunes\*\***

The following action has been taken for this Building Permit Application:

\_\_\_\_\_ Application has been **APPROVED**, Building Permit # \_\_\_\_\_ has been issued

Date Issued: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_ Application has been **DENIED** do to the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Denied: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
John McAlary, Building Inspector





**SOLDER AND ANTI-SCALD CERTIFICATION**

Date: \_\_\_\_\_  
Building Permit #: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Plumber: \_\_\_\_\_

I certify that the solder used in the water supply system contains less than 2/10 of 1% lead as per P2904.11 of the Residential Code of the State of New York and 605.15.3 of the Plumbing Code of the State of New York.

I also certify that I installed an anti-scald and/or thermal shock preventing device at all bathing and/or showering fixtures in conformance with Section P2903 of the Residential Code of New York State to mitigate the potential hazards due to shower valves that allowed surges of high temperature water to flow from the shower head.

\_\_\_\_\_  
Plumber or Homeowner Signature

Please Check One:

\_\_\_\_\_ I certify that I am the licensed plumber (License # \_\_\_\_\_) that installed all plumbing on the above-referenced premises.

\_\_\_\_\_ I certify that I am the homeowner and I personally installed all the plumbing on my above referenced premises.

\_\_\_\_\_  
Plumber or Homeowner Signature

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_ Notary Public

**GAS SUPPLY LINE INSTALLATION CERTIFICATION**

Date: \_\_\_\_\_  
Building Permit No. \_\_\_\_\_  
Owner: \_\_\_\_\_  
(Please Print)  
Plumber: \_\_\_\_\_  
(Please Print)

I certify that the Gas supply lines have been installed and tested in accordance with the National Fuel Code as per Section 406 of the Fuel Gas Code of New York State. Installation:

\_\_\_\_ Residential Installation  
\_\_\_\_ Commercial Installation

Please Check Combustion Appliance Installed:  
\_\_\_\_ Heating Equipment \_\_\_\_ Hot Water Heater \_\_\_\_ Fireplace/Stove \_\_\_\_ Other: \_\_\_\_\_  
Test Pressure \_\_\_\_\_  
Test Duration: \_\_\_\_\_  
Results: \_\_\_\_\_

I certify I am the licensed plumber (License # \_\_\_\_\_) that installed all Gas supply lines on the above referenced premises.

\_\_\_\_\_  
Plumbers Signature

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_  
Notary Public, \_\_\_\_\_ County

\_\_\_\_\_  
Notary Public

**OWNER'S DESIGNATION OF AGENT**

The undersigned owner of the property located in the Village of West Hampton Dunes known as

(address)\_\_\_\_\_

SCTM#\_\_\_\_\_

(the "Property") hereby appoints:

\_\_\_\_\_

As the lawful agent of the undersigned in connection with all matters relating to the application for a building or other permit at this Property, including the right to complete and execute an Application for Building Department Permit. The undersigned owner agrees to be bound by all the statements and undertakings of such agent with the same effect as if made personally by the undersigned.

This designation may be revoked only by a written instrument delivered by the undersigned to the Building Department.

Name(s)\_\_\_\_\_

Signature(s)\_\_\_\_\_

Name(s)\_\_\_\_\_

Signature(s)\_\_\_\_\_

(All record owners must sign)