Department of Building and Zoning 914 Dune Road/PO Box 728 Westhampton Beach, NY 11978 (631) 288-6571/ bldginsp@whdunes.org Building Inspector

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, 3rd 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.

Department of Building and Zoning 914 Dune Road/PO Box 728 Westhampton Beach, NY 11978

(631) 288-6571/ bldginsp@whdunes.org

* 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')

- 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

Building Permit -2% of first \$1,000,000 of construction cost PLUS

- 1% of remaining construction cost **OR**

-\$5.00 per square foot, whichever is greater **PLUS**

-\$200 administrative fee -\$750 minimum all permits -\$500 permit renewal

Demolition -Under 1,000 square feet \$500

-Over 1,000 square feet \$750

Zoning Board of Appeals -\$500 additional \$300 per variance Department of Building and Zoning 914 Dune Road/PO Box 728 Westhampton Beach, NY 11978 (631) 288-6571/ bldginsp@whdunes.org

Building Permit Application

	is hereby made for a:			
	Building Permit		Permit No	0.:
()	Other			ed:
				ng Inspector)
Name	e of Owner:			Locatio
of pro	operty:			SCT
	0907			·
Maili	ng address:			
Home	e Phone:	Cell I	Phone:	Work phone:
Cont	ractor Responsible for	Proposed	Work:	
	of Contractor's Licens			
			sability & Liability	y Insurance: (copy)
	ription of Proposed Wo			
	New Building	Addition	Alteratio	on Repair
	of Property: entage of lot occupied:		= Total area:	sq. ft. (not to exceed 20%)
Acce	ssory Structures:			
		ipied:		
Setba	ack from rear lot line: _			
	ack from side yard line	(a):		
	-	(b):		
Are t	here any property cove	nants or o	conditions of spec	cial permits which would affect the
devel	lopment of this property	y:		
If yes	s, please explain:			
Name	e of Architect			
Inaiile Addr	ecc.			
Work	ess: c Phone:	Cell	Phone:	
	N I 110/110/2	CUI	I HUHU.	

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

Village of West Hampton Dunes

John McAlary

Department of Building and Zoning 914 Dune Road/PO Box 728 Westhampton Beach, NY 11978 (631) 288-6571/ bldginsp@whdunes.org Building Inspector

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:	
COUNTY OF:	s.:
I,	, being duly sworn deposes and says that he/she is the
of said owner or owners, and is duly at described in the attached plans and spe statements contained in this application work will be performed in the manner That in effect, are all required insurance	OWNER OR AGENT/CONTRACTOR athorized to perform or have performed the said work, as acifications, and to make and file this application; that all are true to the best of his knowledge and belief; and that the set forth this application, plans and specifications filed herewith. The including workers compensation insurance, and that I presently on Dunes Contractor license, if applicable.
Name of Property Owner	Name of Contractor
Signature of Property Owner	Signature of Contractor
Sworn to before me this	Sworn to before me this
day of, 20	day of , 20
Notary Public	Notary Public
·	Completed by the Building Inspector of West Hampton Dunes**
The following action has been taken for this Application has been APPROVE	D, Building Permit # has been issued
Date Issued:, 20	
Application has been <u>DENIED</u> do	to the following reasons:
Date Denied:, 20	

John McAlary Building Inspector

Village of West Hampton Dunes
Department of Building and Zoning
914 Dune Road/PO Box 728 Westhampton Beach, NY 11978
(631) 288-6571/ bldginsp@whdunes.org

<u>AFFIDAVIT OF ENERGY COMPLIANCE, 3RD PARTY TESTING</u>

STATE OF NEW YOR)	
COUNTY OF SUFFOLK) ss.:	
I,	ing duly sworn and depose, state that the undersigned orm the required testing and documentation of energy as and 2017 Uniform Code Supplements, for the
Property address	, West Hampton Dunes
Owners Name (printed)	, Initials:,
Suffolk County Tax Map No.: 907Section Block Lot Please be informed:	
I have review the plans for construction	
I will oversee insulation installation and air sealing m	easures being performed by the contractor
I will provide a Certified Blower Door Test and duct	leakage test if applicable
I will work with the homeowner and the contractor un	ntil compliance is achieved
Company name:	
Company address:	
Telephone number:email	address:
(Signature of Affiant)	
Personally appeared before me the above named	personally known to me, who being
duly sworn, deposes and says that he/she executed the above contained therein are true and correct to the best of his/her leads to the his/her l	
Subscribed and sworn to before me this day of, 20	

To:

Department of Building and Zoning 914 Dune Road/PO Box 728 Westhampton Beach, NY 11978 (631) 288-6571/ bldginsp@whdunes.org Building Inspector

Effective January 1, 2015 Truss type, pre-engineered wood or timber construction in Residential Structures

Executive Law § 382-b, as added by Chapter 353 of the Laws of 2014, provides that any person utilizing truss type, pre-engineered wood or timber construction for the erection of any new residential structure, for any addition to an existing residential structure, or for any rehabilitation of an existing residential structure must (1) notify the local government that will issue the building permit that truss type, pre-engineered wood or timber construction is being utilized and (2) affix a sign or symbol to the electric box, if any, on the exterior of the structure indicating that truss type, pre-engineered wood or timber construction has been used. A new Part 1265 to Title 19 of the New York Codes, Rules and Regulations (NYCRR) has been adopted. The new Part 1265 prescribes (1) the form to be used to notify code enforcement officials that truss type, pre-engineered wood or timber construction is to be used in a residential structure; (2) the sign or symbol to be affixed to the exterior of a residential structure that has been constructed, added to or rehabilitated using truss type, pre-engineered wood or timber construction.

NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION

[NAME OF AUTHORITY HAVING JURISDICTION]	
Owner:	
[INSERT NAME OF OWNER OF THE SUBJECT PROP	ERTY]
SubjectProperty:	
[INSERT STREET NAME ADDRESS AND TAX MAP I	NUMBER, IF ANY, OF THE SUBJECT PROPERTY]
Please take notice that the (Check Applicable Line):	
New Residential Structure	Addition to Existing
Residential Structure	
Rehabilitation to Existing Residential Structure	
To be constructed or performed at the subject property reference Truss Type Construction (TT) Pre-Engineered Wood Construction (PW) Timber Construction (TC)	erenced above will utilize (check each applicable line):
In the following location(s) (check applicable line):	
Floor framing, including girders and beams (F)	
Roof framing (R)	
Floor framing and roof framing (FR)	
Signature:	Date:
Capacity:	
[OWNER, OWNER'S REPRESENTATIVE, AGENT]	

John McAlary **Building Inspector**

Village of West Hampton Dunes
Department of Building and Zoning
914 Dune Road/PO Box 728 Westhampton Beach, NY 11978 (631) 288-6571/ bldginsp@whdunes.org

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
olumbing 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

John McAlary

Village of West Hampton Dunes
Department of Building and Zoning
914 Dune Road/PO Box 728 Westhampton Beach, NY 11978
(631) 288-6571/ bldginsp@whdunes.org

Building Inspector

GAS SUPPLY LINE INSTALLATION CERTIFICATION

Date:	
Building Permit No.	
Owner:(Please Print)	
(Please Print)	
Plumber:	
Plumber: (Please Print)	
I certify that the Gas supply lines have been installed Code as per Section 406 of the Fuel Gas Code of New Residential Installation Commercial Installation	
Please Check Combustion Appliance Installed: Heating Equipment Hot Water Heater Test PressureTest Duration:	Fireplace/Stove Other:
Results:	
I certify I am the licensed plumber (License # the above referenced premises.) that installed all Gas supply lines on
Plumbers Signature	
Sworn to me this day of Notary Public, County	, 20
Notary Public	

Village of West Hampton Dunes
Department of Building and Zoning
914 Dune Road/PO Box 728 Westhampton Beach, NY 11978 (631) 288-6571/ bldginsp@whdunes.org

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 building or other permit at this Property, including Building Department Permit. The undersigned own undertakings of such agent with the same effect as in	the right to complete and execute an Application for er agrees to be bound by all the statements and
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)