

# Village of Westhampton Beach Building Permit Requirements

## **When do you need a Building Permit?**

Changes to properties and structures including new construction and renovations or alterations require permits under the Code of the Village of Westhampton Beach. All work must conform to the Building Code of New York State including the Residential Code, Plumbing, Mechanical, Fire, Property Maintenance, Existing Building Code and Energy Code. The "Family of Codes" is available to view at the Building Department. In addition all work must conform to the Village of Westhampton Beach Zoning Code, (Chapter 197), Building and Fire Code, (Chapter 70), Flood Damage Prevention (Chapter 91), Coastal Erosion Hazard Area (Chapter 74) and any other applicable codes of the Village of Westhampton Beach. The following information is a guideline and example to help you determine whether you need permits. Please consult the Building Department for specific information.

## **A Building Permit is required for, but not limited to, the following items:**

1. Erect, construct, enlarge, alter, remove, improve, demolish, or convert a building or structure. This includes, but not limited to, an attached or detached accessory building such as a garage, carport, breezeway, a storage shed, a porch, deck or enclosing an existing porch. Any replacement or repair of a foundation or structural members of any building or structure.
2. Convert or change the nature of the use or occupancy of a building or part of a building or convert or change the nature or use of the property or lot or part thereof.
3. Install, relocate, or remove interior partitions or walls.
4. Repair fire damage.
5. Demolish any building (including accessory buildings).
6. Install a masonry chimney, prefabricated chimney, any fireplace or metal smokestack.
7. Install any business sign.
8. Construct or replace a deck.
9. Reroofing any building requires a Building Permit and compliance with Chapter 15 of the Building Code of New York State with one exception, where an existing roof consists of one layer of asphalt shingles that are in satisfactory condition to be used as a base for a 2<sup>nd</sup> layer of asphalt shingles, a permit is not necessary.
10. Install any swimming pool (in-ground or above-ground over twenty-four (24) inches in depth).

11. Install a heating unit, gas furnace, oil heater, incinerator, a wood burning stove or fireplace.
12. Change the occupancy (tenant) in any commercial use.
13. The placement of sand, soil, stone or earth fill which increases the elevation of any part of the lot or parcel of land by more than one foot or the placement of sand, soil, stone or earth fill which increases the elevation of any part of the lot or parcel of land any amount in a flood plain area. The placement of fill to increase the existing grade within 10 foot of any lot line shall be prohibited.

### **Where do you get a Building Permit?**

At the Building Department, 165 Mill Road, or online at [www.westhamptonbeach.org](http://www.westhamptonbeach.org). The office is open from 9:00 a.m. to 4:00 p.m., Monday through Friday.

How do you get a Permit?

An owner, agent, or his/her contractor can apply for the permit. Depending on the type of work planned, you may need a survey of the property and plans or drawings that show details of construction. You should call ahead to check.

Permit applications must be checked against the various codes the town enforces – building, housing, plumbing, zoning, etc. The staff in the Building Department will help you with this process. Fees are based upon the dollar cost of the job and square footage for new work and additions. Fees are also charged for sign permits, and special permits or variances.

Building permit applications that are not completed properly will not be accepted and returned. Building permit applications which are deemed to be complete will be reviewed for compliance to the New York State Codes and the Village Codes and zoning regulations.

When a permit application is approved, a permit card is issued and must be displayed on the job until the work is finished. A set of approved construction plans should remain on the job site during the period of construction.

The Building Department is trying to make the review and approval process as brief and convenient as possible. All applications are provided with a building permit checklist. Please submit all information that is applicable to your application. Please do your part by having adequate information when applying for the permit. If you need further information or assistance call the Building Department at (631) 288-3483.

What About Electrical Work?

Electrical work performed in the Village is inspected by the Town of Southampton and a permit and approval certificate is issued by them. For more information, call the Town Electrical Department at (631) 287-5700. A building permit for electrical work is not required for:

1. Replacement of defective devices with directly interchangeable types, for example, fuses, lamps, switches (when enclosing boxes are not disturbed), wall outlets, sockets, ballasts, relays, timers, and similar devices that do not disturb the fixed wiring system.
2. Electrical work that contains less than 25 volts for its operation: doorbell circuits, for example. A permit is required for the installation of any other wiring and/or electrical devices not mentioned above, and will require an Application for electrical inspection submitted to the Town of Southampton.

### **Who can do Electrical Work and where are electrical permits obtained?**

The Village of Westhampton Beach has an inter-municipal agreement with the Town of Southampton to do electrical inspections within the Village boundary. You may pick up an electrical application at the Village Building Department office or get one online at [www.town.southampton.ny.us](http://www.town.southampton.ny.us). All Electrical permits must be filed with the Town of Southampton.

The owner-occupant of a single-family dwelling may perform electrical work within his/her own dwelling without having a licensed electrician, but he or she must still make Application for Inspection with the Town of Southampton Electrical Inspector in order that the work performed is inspected and approved. Basic electrical work is general wiring only and does not include swimming pools or electrical services.

In all other instances, electrical work within the Village must be performed by, or under the supervision of an electrician licensed by Suffolk County. Your electrician must file for an Application for Inspection with the Town of Southampton Electrical Inspector before starting any work in the Village of Westhampton Beach.

When do you need a Building Permit for Plumbing Work?

#### **A permit is required to:**

1. Install a new plumbing fixture (sink, bathtub, shower, water closet, water heater, laundry tray, garbage disposal, etc.)
2. Install or modify a water supply line, storm or sanitary drainage line or vent-line.
3. Installation or replacement of any heating equipment.

#### **A permit is NOT required to:**

1. Replace existing plumbing fixtures (excluding heating equipment) without moving or rerouting any existing rough plumbing waster or supply lines. Check with the Building Department before proceeding.
2. Do mechanical re-rooting of a sanitary drainage system to remove a blockage.

3. Repairing an existing septic system without bringing in fill or changing the elevation of any existing grades.

On most jobs such as additions, renovations and alterations of an existing building or new construction, the plumbing work is usually part of the building construction permit and it is not necessary to get a separate plumbing permit.

### **Who can do Plumbing Work?**

The owner-occupant of a single-family dwelling may perform his/her own plumbing work, but must first obtain a building permit, when required, at the Building Department. In all other cases, only licensed plumbers with a Suffolk County License can do plumbing work.

If you have contracted with a plumber to do work requiring a building permit, be sure that he obtains one prior to beginning work. Only emergency repairs can be made before a permit is issued, but a permit must still be obtained within a reasonable time.

Special Note:

Work proposed on any property or structure will also need Planning Board approval in addition to a Building Permit with the following exceptions that will just require a Building Permit:

- 1) Any lot, and the building and structures thereon, which is used exclusively for a permitted one-or two-family detached residential dwelling, permitted home occupation and permitted accessory uses, except that the provisions of §§ 197-27B and 197-28 shall be applicable to parcels of land developed with one-or two-family detached residential dwellings and their customary accessory structures;
- 2) interior modifications to a one-family condominium dwelling unit, provided that there is not addition or increase in the habitable floor area or any change or modification to the exterior walls;
- 3) change in the interior walls or display area of a retail or office use, provided that there is no addition or increase in the retail floor area or the office floor area or any change or modification to the exterior walls; or
- 4) repair or replacement of an existing roof, provided that the repaired or replacement roof is substantially the same as the existing roof.

### **Don't forget about pedestrian safety!**

Any construction sites which have work and equipment 8' or more above the grade and the building or structure or work area is less than 15' to the lot line or pedestrian walkway may require protection of pedestrians consisting of railings, barriers or covered walkways as outlined in Chapter 3306 of the Building Code of New York State. Pedestrian safety barriers are most often needed in the Downtown Main Street B-1 and HC Zoning Districts where the buildings are close to the property lines and sidewalks.