



Incorporated Village of Westhampton Beach

www.westhamptonbeach.org

165 Mill Road, Westhampton Beach, New York 11978

Phone: (631) 288-3478 Fax: (631) 288-4332 Email: building-zoning@westhamptonbeach.org

BUILDING PERMIT APPLICATION CHECKLIST

Applicant: 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. Please print these documents in legal size format. Additional information is available at the Village website www.westhamptonbeach.org

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
All applications must be submitted on Legal Size paper (8.5" x 14")

Basic Information:

- a) Suffolk County Tax Map Number
- b) Property Location
- c) Existing Use of Premises
- d) Zoning
- e) Do FEMA Zoning Regulations Apply? _____ Yes _____ No
- f) Do Coastal Zone Regulations Apply? _____ Yes _____ No
- g) Owner(s) of Record/Contact Information
- h) Agent Responsible for Proposed Work/Contact Information
- i) Architect/Contact Information
- j) Proposed Work Project Details
- k) Owner's Authorization (see Page 3) – If owner is being represented by an agent, an Owner's Authorization must be signed and Notarized.

Application Requirements:

- 1) Building Permit Application
- 2) Construction Plans: (3) Sets for Residential, (4) Sets for Commercial (1/4" scale ONLY)
- 3) Two (2) Current Land Surveys – **Surveys should not exceed 11"x17"** – Show existing and proposed work footprints and lot coverage calculations. Show data pertinent zoning and building regulations. Show Flood Zone and required elevation.
- 4) FEMA Elevation Certificate – for Flood Hazard Zones
- 5) Photographs of Building, Property and Adjacent Properties ****(See NOTICE Below)**
- 6) Landscape Plan – Two (2) Sets if Applicable
- 7) Certificate(s) of Occupancy and/or Outstanding Permit(s) – **ALL ISSUED**
- 8) Builder/Contractor Identification and licenses – **Must be received prior to issuance of building permit.**
- 9) Certificate of Workman's Compensation – Must be received prior to issuance of building permit. **Please note: ACORD forms are NOT ACCEPTABLE proof of Workman's Compensation Coverage.**
- 10) Fees- To be determined on acceptance of permit application.
- 11) If applying for a demolition permit, please list Carter.

Additional Documents and/or Approvals, if applicable:

- 1) Any application in flood plain areas will require Planning Board approval if FILL is brought onto project site as per Chapter 197-27 of the Village Code.
- 2) Suffolk County Department of Health Services
- 3) Suffolk County Department of Public Works
- 4) New York State Department of Environmental Conservation
- 5) Town of Southampton Trustees – Docks, bays, lakes, waterways, etc.
- 6) Fire Marshal – Business, Multiple dwellings, fuel tanks, fire alarm, fire suppression, etc.
- 7) Zoning Board of Appeals Decision
- 8) Planning Board Approved Site Plan and Approval Resolution
- 9) Board of Trustees Special Exception Determination

****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



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BUILDING PERMIT APPLICATION

PART I: OWNER INFORMATION – Please type or print below

Property Location _____

Owner(s) of Record [**FULL NAME**]: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Mailing Address of Owner(s)]: _____

City State Zip Code

PART II: Agent Information – Please type or print below

Agent responsible for proposed work]: _____

Work Phone: _____ Cell Phone: _____ Email Address: _____

Mailing Address of Agent: _____

City State Zip Code

PART III: Architect Information – Please type or print below

Plans prepared by: _____

New York State RA/PE License Number: _____

Work Phone: _____ Cell Phone: _____ Email Address: _____

Mailing Address of Architect: _____

City State Zip Code

PART IV: Proposed Work Project Details – Please type or print below, ALL MEASUREMENTS IN SQ. FT.

Contractor responsible for proposed work: _____

Town of Southampton Home Improvement Contractor License Number: _____

Existing use of premises: _____ C.O. Number: _____ Date Issued: _____

Proposed project description: _____

Is this project a new building? _____ Yes _____ No Is this project an addition to building? _____ Yes _____ No

If yes, Square Footage details: First Floor: _____ Second Floor: _____ Mezzanine: _____ Basement: _____

Is this an alteration or renovation? _____ Yes _____ No If yes, Total Estimated Cost: \$ _____

Tennis Court: _____ Pool: _____ Deck: _____ Patio: _____ Fence: _____ Garage: _____

Shed: _____ Other: _____

Demolition of: _____ Name of Carter: _____

** Will any Fill be brought onto this site? Yes..... No ***Will the property be re-graded to change site contours? Yes No

PART V: 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 in the described plans and specifications.

STATE OF NEW YORK, COUNTY OF SUFFOLK) ss.: (Print Name of Individual Signing Application) _____
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____

Owner(s) Signature



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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 appear on my behalf before the (Board Name).....

Of the Village of Westhampton Beach, and to 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



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Notice of Emergency Rule Adoption

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**

To: _____
[NAME OF AUTHORITY HAVING JURISDICTION]

Owner: _____
[INSERT NAME OF OWNER OF THE SUBJECT PROPERTY]

Subject Property: _____
[INSERT STREET NAME ADDRESS AND TAX MAP 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 referenced above will utilize (check each applicable line):

_____ Truss Type Construction (TT) _____ Pre-Engineered Wood Construction (PW) _____ Timber Construction (TC)

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]

Village of Westhampton Beach
Building Department

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 all the structures to be demolished.
3. **LETTER OF 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: Submit current copy of Contractor's Town of Southampton Home Improvement License.
7. **WORKER'S COMPENSATION and DISABILITY INSURANCE CERTIFICATES for demolition work.**
8. **ELECTRIC DISCONNECT LETTER:** Submit letter from LIPA stating that ALL electric to the structure has been turned off and disconnected at the street side.
9. **GAS DISCONNECT LETTER:** Submit letter from Keyspan stating that all gas service(s) to this structure have been turned off at the street.
10. **WATER DISCONNECT LETTER:** Submit letter from Water Authority that water service to this structure have been turned off at the street.
11. **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 (Industrial Code Rule 56).

If asbestos is present as described in the asbestos survey report, then contact the Building Department for further requirements concerning asbestos abatement.

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.