

TOWN OF SOUTHOLD
BUILDING DEPARTMENT
TOWN HALL
SOUTHOLD, NY 11971
TEL: (631) 765-1802
FAX: (631) 765-9502
SoutholdTown.NorthFork.net

BUILDING PERMIT APPLICATION CHECKLIST

Do you have or need the following, before applying?

- Board of Health _____
- 4 sets of Building Plans _____
- Planning Board approval _____
- Survey _____
- Check _____
- Septic Form _____
- N.Y.S.D.E.C. _____
- Trustees _____
- Flood Permit _____
- Storm-Water Assessment Form _____

PERMIT NO. _____

Examined _____, 20____

Approved _____, 20____

Disapproved a/c _____

Expiration _____, 20____

Contact:

Mail to: _____

Phone: _____

 Building Inspector

APPLICATION FOR BUILDING PERMIT

Date _____, 20____

INSTRUCTIONS

- a. This application **MUST** be completely filled in by typewriter or in ink and submitted to the Building Inspector with 4 sets of plans, accurate plot plan to scale. Fee according to schedule.
- b. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and waterways.
- c. The work covered by this application may not be commenced before issuance of Building Permit.
- d. Upon approval of this application, the Building Inspector will issue a Building Permit to the applicant. Such a permit shall be kept on the premises available for inspection throughout the work.
- e. No building shall be occupied or used in whole or in part for any purpose what so ever until the Building Inspector issues a Certificate of Occupancy.
- f. Every building permit shall expire if the work authorized has not commenced within 12 months after the date of issuance or has not been completed within 18 months from such date. If no zoning amendments or other regulations affecting the property have been enacted in the interim, the Building Inspector may authorize, in writing, the extension of the permit for an addition six months. Thereafter, a new permit shall be required.

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit pursuant to the Building Zone Ordinance of the Town of Southold, Suffolk County, New York, and other applicable Laws, Ordinances or Regulations, for the construction of buildings, additions, or alterations or for removal or demolition as herein described. The applicant agrees to comply with all applicable laws, ordinances, building code, housing code, and regulations, and to admit authorized inspectors on premises and in building for necessary inspections.

 (Signature of applicant or name, if a corporation)

 (Mailing address of applicant)

State whether applicant is owner, lessee, agent, architect, engineer, general contractor, electrician, plumber or builder

Name of owner of premises _____

(As on the tax roll or latest deed)

If applicant is a corporation, signature of duly authorized officer

 (Name and title of corporate officer)

Builders License No. _____

Plumbers License No. _____

Electricians License No. _____

Other Trade's License No. _____

1. Location of land on which proposed work will be done:

House Number _____ Street _____ Hamlet _____

County Tax Map No. 1000 Section _____ Block _____ Lot _____

Subdivision _____ Filed Map No. _____ Lot _____

2. State existing use and occupancy of premises and intended use and occupancy of proposed construction:
- a. Existing use and occupancy _____
- b. Intended use and occupancy _____
3. Nature of work (check which applicable): New Building _____ Addition _____ Alteration _____
 Repair _____ Removal _____ Demolition _____ Other Work _____
 (Description)
4. Estimated Cost _____ Fee _____
 (To be paid on filing this application)
5. If dwelling, number of dwelling units _____ Number of dwelling units on each floor _____
 If garage, number of cars _____
6. If business, commercial or mixed occupancy, specify nature and extent of each type of use. _____
7. Dimensions of existing structures, if any: Front _____ Rear _____ Depth _____
 Height _____ Number of Stories _____
- Dimensions of same structure with alterations or additions: Front _____ Rear _____
 Depth _____ Height _____ Number of Stories _____
8. Dimensions of entire new construction: Front _____ Rear _____ Depth _____
 Height _____ Number of Stories _____
9. Size of lot: Front _____ Rear _____ Depth _____
10. Date of Purchase _____ Name of Former Owner _____
11. Zone or use district in which premises are situated _____
12. Does proposed construction violate any zoning law, ordinance or regulation? YES ___ NO ___
13. Will lot be re-graded? YES ___ NO ___ Will excess fill be removed from premises? YES ___ NO ___
14. Names of Owner of premises _____ Address _____ Phone No. _____
 Name of Architect _____ Address _____ Phone No. _____
 Name of Contractor _____ Address _____ Phone No. _____
- 15 a. Is this property within 100 feet of a tidal wetland or a freshwater wetland? *YES ___ NO ___
 * IF YES, SOUTHDOLD TOWN TRUSTEES & D.E.C. PERMITS MAY BE REQUIRED.
 b. Is this property within 300 feet of a tidal wetland? * YES ___ NO ___
 * IF YES, D.E.C. PERMITS MAY BE REQUIRED.
16. Provide survey, to scale, with accurate foundation plan and distances to property lines.
17. If elevation at any point on property is at 10 feet or below, must provide topographical data on survey.
18. Are there any covenants and restrictions with respect to this property? * YES ___ NO ___
 * IF YES, PROVIDE A COPY.

STATE OF NEW YORK)
 SS:
 COUNTY OF _____)

_____ being duly sworn, deposes and says that (s)he is the applicant
 (Name of individual signing contract) above named,

(S)He is the _____
 (Contractor, Agent, Corporate Officer, etc.)

of said owner or owners, and is duly authorized to perform or have performed the said work 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 the application filed therewith.

Sworn to before me this _____ day of _____ 20____

 Notary Public

 Signature of Applicant