COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

ADDITION(S) ONLY
(No Renovation/Alteration/Demo)

Applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted.**

**Note: Please be advised additional documentation may be required by the Building Division**

**All APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS**

- 5 copies of survey prepared by a licensed surveyor, illustrating Proposed construction
- 3 sets of plans prepared by a licensed professional illustrating compliance with NYS building and Fire
  - When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
- Building Permit Application (original)
- Plumbing Application: Plumber must have active License with Town of Southampton
- Electrical Permit: If electrical work is proposed. Electrician must have an active license with Suffolk County

**FILED SEPARATELY**

- Planning Board approval (approved site plan with Planning Board resolution)
- 3 copies of ComCheck
- 1 copy of principal structure certificate of occupancy (can be obtained for a fee from the Building Division)
- Workman’s compensation
  
  Applicable Forms: C 105.2, U26.3, CE 200. **ACORD FORM NOT ACCEPTED**
- Completed Open Government Disclosure Form from owner and applicant
- Fee (based on cost estimate)  **Note: Final Fees will be calculated at Front Desk at time of Submittal**

**ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW**

- Suffolk County Department of Health Services Approval
- Written cost estimate on contractor’s letterhead: If finished basement and/or accessory structures are proposed
- Zoning Board of Appeals Approval: If proposed project required a variance
- Coastal Erosion Hazard Permit: If construction is south of Coastal Erosion line
- Fill Composition Certification Town Code §123.47-123.50

**Verification of Ownership or Authorization**

- Original Signed & Notarized Owners Endorsement: if applicant is other than owner
- Copy of Deed: If property has been owned for less than a year
- Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

**Note: Documents MUST list name of member(s) that are authorizing the submittal of this application**