BUILDING PERMIT APPLICATION CHECKLIST
New Construction-Single Family Home

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

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

All APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS

- Building Permit Application (original)
- 3 copies of survey prepared by a licensed surveyor, illustrating Proposed construction
- 2 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
- 1 copy of house certificate of occupancy (can be obtained at a fee from the Building Division)
- Plumbing Application: Plumber must have active license with Town of Southampton
- Suffolk County Department of Health Services Approval (Original Red Stamped Board of Health Survey)
- 2 Copies of the H.E.R.S Certificate (Home Energy Rating System) Certified by HERS Rater
- 1 Copy of Energy Compliance 3rd Party Testing
- 2 Copies of the RES Check (Residential Energy Score)
- Architectural Review Board Submittal Form
- Stormwater and Driveway Access Determination from Engineering Dept.
- Approval must be submitted with stamped approved survey
- Electrical Permit: Electrician must have an active license with Suffolk County FILED SEPERATELY
- Completed Open Government Disclosure Form from owner and applicant
- Fee (Based on cost estimate) **Note: Fees will be calculated at Front Desk at time of Submittal**

ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW

- Coastal Erosion Hazard Permit: If construction is south of Coastal Erosion line
- Conservation approval (includes: Permit with Original Stamped Survey) or Letter of Non-Jurisdiction. If subject parcel is within Wetlands Inventory. Determined at time of submittal
- Written cost estimate on contractor letterhead: If finished basement and/or accessory structures are Proposed
- Fill Composition Certification - Pursuant to Town Code § 123-47 – 123.50
- Zoning Board of Appeals Approval: If proposed project requires a variance

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**

- Death Certificate: When owner listed is deceased
- Proof of Legatee (i.e.: Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of Administration; Letter of Probate; Power of Attorney etc.):  
  - When owner is deceased
  - When owner is incapable of submitting an application

PLEASE NOTE: Applicant must go to http://www.southamptontownny.gov/Building-Inspection or call (631) 702-1840 to schedule an inspection of the property.
You must have building permit number available when scheduling an inspection