BUILDING PERMIT APPLICATION CHECKLIST

ACCESSORY STRUCTURES

(Apply to Building and Zoning Division)

**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.

BUILDING PERMIT APPLICATION CHECKLIST

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 zones 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)
☐ Workman’s compensation (contractor must have an active license with the Town)
  ▪ Applicable Forms: C 105.2, U26.3, CE 200. ACORD FORM NOT ACCEPTED
  ▪ or Affidavit of exemption (BP1) if work is being completed by owner and will be an owner-occupied residence
☐ Architectural Review Board Submittal Form
☐ Electrical Permit Electrician must have an active license with Suffolk County FILED SEPARATELY
☐ 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 Jurisdiction. Determined at time of submittal
☐ Fill Composition Certification - Pursuant to Town Code § 123-47 – 123.50
☐ Original Red stamped Board of Health Survey: For accessory buildings with plumbing
☐ Plumbing Application: If plumbing is proposed. Plumber must have active license with Town of Southampton
☐ Written cost estimate on contractor's letterhead for: trellis, pergola, outdoor shower w/ enclosure, outdoor kitchen, fencing over 4ft in height
☐ Zoning Board of Appeals Approval: If proposed project requires a variance.
☐ Residential Energy System (RES) – if any finished space is proposed.

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: If 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

1For Residential Storage Sheds please refer to Town Codes §123-8, §330-5 and §330-77E

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