BUILDING PERMIT APPLICATION CHECKLIST
PARTIAL HOUSE OR ACCESSORY STRUCTURE DEMOLITION

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.
- 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 is an owner-occupied residence

- Cost estimate provided by Contractor if contractor is performing the work or Owner if owner is performing the work.
- 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

- 2 sets of plans prepared by a licensed professional illustrating areas to be demolished (in the case of partial demolitions)
- Coastal Erosion Hazard Permit: if demolition is south of Coastal Erosion line
- Conservation approval (includes: Permit with Original Stamped Survey) or Letter of Non-Jurisdiction. When parcel is within Wetlands Jurisdiction
- Landmarks and Historic Districts Board (LHDB) Application or Approval Letter: if flagged for LHDB review in the Town’s GIS.
- Hold Harmless Form (Original - signed & notarized by EVERYONE on the most recent deed recorded in the Suffolk County Clerk’s Office.)
- Fill Composition Certification - Pursuant to 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**

- 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

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