

# Building Permit

Processing fee: \$200  
Permit Fee: \$3.00 per square foot  
(\$300.00 minimum)

Village of Brightwaters  
40 Seneca Drive-PO Box #601  
Brightwaters, NY 11718  
  
Phone: 631-665-1280  
e-mail: building@villageofbrightwaters.com

Date \_\_\_\_\_

All complete Building Permit Applications are reviewed by the Building Inspector and then by the appropriate Village Boards. Incomplete applications will not be accepted for review.

**Checklist:**

- \_\_\_\_\_ Photos of all sides of the house and area in question
- \_\_\_\_\_ 1 copy of notarized application, signed by owner/agent
- \_\_\_\_\_ 1 copy of Property Deed (New Home Construction)
- \_\_\_\_\_ 1 copy of Current Property Survey (Surveys over three years old are unacceptable for all exterior renovations & pools. Decks, fences, driveways and patios may have proposed diagrams sketched in on existing surveys, regardless of the date created. **No Certificate of Occupancy will be issued without a professionally updated survey**).
- \_\_\_\_\_ New Building Structure Applications or applications/renovations and/or applications with new foundations excluding interior alterations must be accompanied by a recently updated survey depicting proposed work\*
- \_\_\_\_\_ Survey or Plot Plan indicating location of proposed construction with dimensions and rear, front and side setbacks shown as appropriate.
- \_\_\_\_\_ Approval of Suffolk County Department of Health for new home construction.
- \_\_\_\_\_ 3 copies of building plans and specifications with Architect/ Engineer’s original signature and seal on each copy for New Construction and Interior and External Alterations & Additions. Plans to be complete with floor plans, sections, elevations, specifications, construction details and notes which adequately demonstrate compliance with all Village and State Codes.
- \_\_\_\_\_ Construction drawings in PDF format
- \_\_\_\_\_ If RESCHECK or COMCHECK are being used to show compliance with the Energy Conservation Construction Code, the design professional must submit the Compliance Certificate and Inspection checklist printed in color.
- \_\_\_\_\_ Notice of pre-engineered/timber construction
- \_\_\_\_\_ Processing Fee - \$200.00
- \_\_\_\_\_ Dumpster Permit (attached) - \$75.00-10 days/\$150-30 days

**Copies of the following Contractor’s licenses and insurances:**

- \_\_\_\_\_ Suffolk County Home Improvement License ID card
- \_\_\_\_\_ Liability insurance (ACORD form)\*
- \_\_\_\_\_ Disability insurance (DB-102.1 form - NOT ACORD form)\*
- \_\_\_\_\_ Workers Comp. insurance (U-26.3 or C-105.2 form – NOT ACORD form)\*
- \_\_\_\_\_ Suffolk County or Town of Islip Plumbing License & insurances (Liability, Workers Comp & Disability)\*
- \_\_\_\_\_ Electric Contractor’s License

**\* ALL INSURANCE CERTIFICATES MUSTBE ON SEPARATE FORMS WITH  
“VILLAGE OF BRIGHTWATERS” LISTED AS CERTIFICATE HOLDER**

Construction and Post-construction Fees are determined by VOB Board of Trustees based on inspection fees and construction costs. All fees that are part of applications to legalize construction done without permits are tripled.

**NOTE:** All Construction sites are required to be secured by either a temporary or permanent fence a minimum of four (4) tall. Permanent fences require permits and must comply with Village regulations.

**Before a Certificate of Occupancy will be issued, an as-built survey, indicating all construction with location, dimensions and setbacks is required before a final inspection is considered. This includes all driveways, walkways, patios and decks.**

**631-665-1280    [building@villageofbrightwaters.com](mailto:building@villageofbrightwaters.com)**

**Cost of Construction: \$** \_\_\_\_\_

Permit Expires \_\_\_\_\_

***Effective March 2026***

NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,  
PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION  
IN RESIDENTIAL STRUCTURES  
(In accordance with Title 19 NYCRR PART 1265)

Inc. Village of Brightwaters  
40 Seneca Drive  
Brightwaters, NY 11718

TO: Robert E. O’Shea, R.A. , Building Inspector

OWNER OF PROPERTY: \_\_\_\_\_

SUBJECT PROPERTY (ADDRESS AND TAX MAP NUMBER):  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE TAKE NOTICE THAT THE (CHECK ALL THAT APPLY):

- ☐ New Residential Structure
- ☐ Addition to Existing Residential Structure
- ☐ Rehabilitation to Existing Residential Structure

TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCE ABOVE WILL UTILIZE  
(check each applicable line):

- ☐ Truss Type Construction (TT)
- ☐ Pre-Engineered Wood Construction (PW)
- ☐ Timber Construction (TC)
- ☐ None of the above

IN THE FOLLOWING LOCATION(S) (CHECK APPLICABLE LINE):

- ☐ Floor Framing, Including Girders and Beams (F)
- ☐ Roof Framing (R)
- ☐ Floor Framing and Roof Framing (FR)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

CAPACITY (Check One): ☐ Owner ☐ Owner’s Representative

Name of Applicant \_\_\_\_\_

home phone # \_\_\_\_\_

Address \_\_\_\_\_

cell phone # \_\_\_\_\_

e-mail address \_\_\_\_\_, Brightwaters, NY 11718

Is this a corner property?   Yes \_\_\_\_\_ No \_\_\_\_\_

**Dumpster:** Village of Brightwaters – Code 128.57.1  
No dumpster is permitted on any vacant or improved residential property in the Village of Brightwaters, except that one dumpster is allowed on improved residential property for up to 10 consecutive business days. A single dumpster may be placed in any part of a yard only after obtaining a permit from the Village Clerk and paying the permit fee as may be established from time to time by the Board of Trustees. At no time may the dumpster be placed on any Village street or its right-of-way.

Was a Village of Brightwaters permit issued for this work?   Yes \_\_\_\_\_ No \_\_\_\_\_

**Create a sketch in box below: indicate location of residence, driveway & proposed location of dumpster.**

I do attest that I will remove the dumpster by the date indicated below or be subject to fines\*\*indicated below. After ten consecutive business days, dumpster must be removed from property.

HOMEOWNERS SIGNATURE \_\_\_\_\_

***\*\* There is a fine of \$100.00 per day if a dumpster remains post expiration \*\****

***DELIVERY OF DUMPSTER ONLY PERMITTED:  
MONDAY – FRIDAY 8am-6pm & SATURDAY 9am-5pm  
DELIVERIES ARE NOT PERMITTED ON SUNDAYS OR FDEERAL HOLIDAYS***

**OFFICIAL USE ONLY**

Date Approved \_\_\_\_\_

Date Permit Expires \_\_\_\_\_

Signature \_\_\_\_\_

General Rec. # \_\_\_\_\_ (A-2501)