



Building Permit Application

PLEASE SUBMIT THE FOLLOWING ITEMS:

- o **(3) Sets** of the Building Permit Application (*must be signed & notarized*)
- o Survey with Proposed Construction (*must be drawn, indicating dimensions, etc.*)
- o Plumbing application (if applicable) required if the project includes plumbing work
- o Specifications for manufacturers equipment (if applicable) for all equipment being installed
- o Stamped Plans must be submitted:
 - **FOUR (4)** sets for **Residential Properties**
 - **FIVE (5)** sets for **Commercial Properties**

ELECTRONIC PLANS MUST ALSO BE SUBMITTED VIA USB

THE FOLLOWING MAY ALSO BE REQUIRED WHEN APPLICABLE:

- o PLANNING BOARD APPROVAL
- o ZONING BOARD APPROVAL
- o SUFFOLK COUNTY HEALTH DEPARTMENT APPROVAL
- o FLOODPLAIN DEVELOPMENT PERMIT APPLICATION
- o WETLANDS APPROVAL
- o "RESCHECK"
- o "REM-RATE"

WHEN USING A CONTRACTOR PLEASE SUPPLY THE FOLLOWING ITEMS:

- o Workman's Compensation Insurance
- o Certificate of Liability Insured to the Incorporated Village of Patchogue
- o Copy of Contractor & Plumbers license

Building/Plumbing permit fees to be determined and calculated by the Building Inspector upon review of plans. **If work has begun without a building permit, fees will be doubled. **

**Prior to the issuance of a Certificate of Occupancy, it will be necessary to provide the building department with the following:*

- o Final construction and/or plumbing inspection by the Building Inspector
- o Electrical Underwriter's Certificate when applicable
- o Suffolk County Health Department approval when applicable
- o Final survey when applicable



Building Permit Application

SECTION _____ BLOCK _____ LOT _____

VILLAGE OF PATCHOGUE REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION PLANS

New York State has adopted a new set of building codes entitled “The Building Code of the State of New York” which will be in full effect as of January 1, 2003. The new code consists of several volumes that may be purchased by contacting the International Council of Building Officials (ICBO) at 1-800-284-4406. All applications submitted after January 1st must be designed in accordance with this code. It is required that an approved set of plans be on the construction site for all stages of construction. **If these approved plans are not on site, the inspector may be forced to reschedule your inspection.**

All building in the Village of Patchogue is located in a 110-mph wind zone and must be in accordance with **ONE (1)** of the following reference manuals:

1. American Forest Paper Association (AP & PA) Wood Frame Construction Manual for One- and Two-Family Dwellings – www.awc.org
2. Southern Building Code Congress International Standard for Hurricane Resistant Residential Construction – www.sbcci.org
3. American Society of Civil Engineers, Minimum Design Loads for Building and Other Structures – www.asce.org

All buildings within ONE (1) mile of the ocean and bay are also in a Wind-Borne Debris region and glazed openings on the structures must be protected with glass meeting the large missile test certification or with structural shutters with attached hardware as required by the code. (Code Section 1609.1.4)

A full code analysis must be submitted on each set of plans

This analysis must contain the following information:

1. Reference standard that was utilized in the design of the structure.
2. Floor area of each story and garage.
3. Design load calculations including live, dead, snow, seismic and wind (including uplift) and code conformance.
4. Window and door schedule showing conformance with emergency escape requirements and missile test requirement if applicable.
5. Energy calculations and required statement from design professional.
6. Nailing schedule for all structural element and roof shingles.
7. Location of smoke detectors and carbon monoxide detector.

The following details must also be submitted on each set of plans:

1. All clips, straps and foundation anchoring that required.
2. All structural elements including columns, girders, joists, lintels, headers, wall and roof framing with dimensional lumber and engineered lumber sizes.
3. Load paths from roof of foundation.
4. Truss design drawings with calculations and attachment details.
5. Structural shutter and hardware design details if applicable.
6. Plumbing riser diagram.



Building Permit Application

OFFICE USE ONLY

SECTION _____ BLOCK _____ LOT _____

FOR OFFICE USE ONLY

Building Permit # _____ Building Permit Fee _____

Date Issued _____ Expiration Date _____

Approved by _____

APPLICANT INFORMATION

Owner: _____

Property Address: _____

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Architect or Engineer: _____ Phone: _____

Contractor or Builder: _____ Phone: _____

License #: _____

**THIS APPLICATION MUST BE APPROVED AND A PERMIT MUST BE
ISSUED BEFORE BEGINNING WORK**

The undersigned hereby applies for a permit to do the following work which will be done in accordance with the description, plans, building, and zoning specifications submitted, and such special conditions as may be indicated on the permit, and pursuant to the Workman's Compensation laws of this State of New York and all other State and Federal laws, rules, and regulations.



Building Permit Application

SECTION _____ BLOCK _____ LOT _____

PERMIT REQUESTED

___ Building ___ Plumbing ___ Certificate of Occupancy ___ Change of Use ___ Demolition

TYPE OF IMPROVEMENT

___ New Building ___ Addition/Alteration ___ Swimming Pool ___ Repair (Replacement)
___ Bulkhead (New or Repair) ___ Other ___ Fire Alarms ___ Oil Tank Removal

PROPOSED OR EXISTING USE RESIDENTIAL

___ One Family ___ Two Family ___ Apartment Building ___ Transient (Hotel or Motel)
___ Garage or Accessory Structure ___ Other (Specify)

NON-RESIDENTIAL

___ Industrial ___ Office, Bank, Professional ___ Stores, Mercantile ___ Church, Other Religious
___ Hospital, Institutional ___ School, Library ___ Amusement/Recreational ___ Parking Garage
___ Service Station, Repair ___ Tanks, Towers ___ Public Utility ___ Other (Specify)

DESCRIBE IN DETAIL THE WORK TO BE PREFORMED

ESTIMATED PROJECT COST

General Construction _____ Total Cost

Excluding process equipment, interior furnishings, refrigeration, or cooking equipment



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SECTION_____ BLOCK_____ LOT_____

READ THE FOLLOWING AND SIGN BEFORE A NOTARY

I, _____ hereby certify that I have received, read, and understand all the enclosed instructions regarding the Building Permit Application for the Village of Patchogue and have filled this application out to the best of my ability.

I am fully informed that it is a violation of the Ordinances of the Village of Patchogue to occupy the dwelling to be erected on this property until a certificate of occupancy is issued by the Village Building inspector.

All proposed work to be done on the described premises and all provisions of the Building Codes and Zoning Ordinance and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work is authorized by the owner.

Signature of Owner, Owner's Agent, Architect, Contractor, Plumber

Sworn to me this _____ day of _____, 20____

Notary Public, Suffolk County, New York



Building Permit Application

SECTION_____ BLOCK_____ LOT_____

INSPECTION REQUIREMENTS

The following inspections will be required for all permits. It is the property owner's responsibility to schedule all inspections with the Village of Patchogue's Building Department at 631-475-4300 opt 5.

*Please note that there will be a **1-hour window** for all inspection appointments.*

- FOOTINGS
- FOUNDATIONS
- FRAMING
- STRAPPING
- PLUMBING
- ELECTRICAL
- INSULATION
- FINAL INSPECTION

A rough and final electrical inspection must be conducted by a licensed electrical underwriter and an Underwriters Certificate must be obtained and presented to the Building Inspector at the final inspection. ***No Certificate of Occupancy or Certificate of Compliance will be issued without an Underwriters Certificate.***

When Suffolk County Health Department approval is required, ***no Certificate of Occupancy or Certificate of Compliance will be issued without an Underwriter's Certificate.***

I have read the inspection requirements and understand that it is my responsibility to contact the Village of Patchogue Building Department for all required inspections.

Address: _____

Signature: _____ Date: _____



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SECTION _____ BLOCK _____ LOT _____

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)

OWNER OF PROPERTY, SUBJECT TO 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 Structure

TO BE CONSTRUCTED OR PREFORMED AT THE SUBJECT PROPERTY REFERENCE ABOVE WILL UTILIZE (CHECK ALL THAT APPLY):

- ☐ Truss Type Construction (TT)
☐ Pre-engineered Wood Construction (PW)
☐ Timber Construction (TC)

IN THE FOLLOWING LOCATION(S) (CHECK ALL THAT APPLY):

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

Signature: _____ Date: _____

Print Name: _____

CAPACITY (CHECK ONE): ☐ OWNER ☐ OWNERS REPRESENTATIVE