



TOWN OF SOUTHOLD – BUILDING DEPARTMENT

Town Hall Annex 54375 Main Road P. O. Box 1179 Southold, NY 11971-0959
Telephone (631) 765-1802 Fax (631) 765-9502 <https://www.southoldtownny.gov>

APPLICATION FOR BUILDING PERMIT

Date Received

For Office Use Only

PERMIT NO. _____ Building Inspector: _____

Applications and forms must be filled out in their entirety. Incomplete applications will not be accepted. **Where the Applicant is not the owner, an Owner's Authorization form (Page 2) shall be completed.**

Date: _____

OWNER(S) OF PROPERTY:

Name: _____ SCTM # 1000-

Project Address: _____

Phone #: _____ Email: _____

Mailing Address: _____

CONTACT PERSON:

Name: _____

Mailing Address: _____

Phone #: _____ Email: _____

DESIGN PROFESSIONAL INFORMATION:

Name: _____

Mailing Address: _____

Phone #: _____ Email: _____

CONTRACTOR INFORMATION:

Name: _____

Mailing Address: _____

Phone #: _____ Email: _____

DESCRIPTION OF PROPOSED CONSTRUCTION

☐ New Structure ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition
☐ Other _____

Estimated Cost of Project:
\$ _____

Will the lot be re-graded? ☐ Yes ☐ No

Will excess fill be removed from premises? ☐ Yes ☐ No

PROPERTY INFORMATION

Existing use of property: _____

Intended use of property: _____

Zone or use district in which premises is situated: _____

Are there any covenants and restrictions with respect to this property? ☐ Yes ☐ No IF YES, PROVIDE A COPY. _____

☐ **Check Box After Reading:** The owner/contractor/design professional is responsible for all drainage and storm water issues as provided by Chapter 236 of the Town Code. APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit pursuant to the Building Zone Ordinance of the Town of Southold, Suffolk, County, New York and other applicable Laws, Ordinances or Regulations, for the construction of buildings, additions, alterations or for removal or demolition as herein described. The applicant agrees to comply with all applicable laws, ordinances, building code, housing code and regulations and to admit authorized inspectors on premises and in building(s) for necessary inspections. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the New York State Penal Law.

Application Submitted By (print name): _____

☐ Authorized Agent ☐ Owner

Signature of Applicant: _____

Date: _____

STATE OF NEW YORK)

SS: _____

COUNTY OF _____)

_____ being duly sworn, deposes and says that (s)he is the applicant
(Name of individual signing contract) above named,

(S)he is the _____
(Contractor, Agent, Corporate Officer, etc.)

of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief; and that the work will be performed in the manner set forth in the application file therewith.

Sworn before me this

_____ day of _____, 20_____

Notary Public

PROPERTY OWNER AUTHORIZATION

(Where the applicant is not the owner)

I, _____ residing at _____

_____ do hereby authorize _____ to apply on
my behalf to the Town of Southold Building Department for approval as described herein.

Owner's Signature

Date

Print Owner's Name



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BUILDING PERMIT APPLICATION INSTRUCTIONS & CHECKLIST

- Applications and forms must be filled out in their entirety. Incomplete applications will not be accepted.
- The work covered by this application, including land clearing/site work, may not be commenced before issuance of a building permit.
- No building shall be occupied or used in whole or in part for any purpose whatsoever until the Building Inspector issues a Certificate of Occupancy.
- Every building permit shall expire if the work authorized has not commenced within twelve (12) months after the date of issuance or has not been completed within eighteen (18) months from such date. If no zoning amendments or other regulations affecting the property have been enacted in the interim, the Building Inspector may authorize, in writing, the extension of the permit for an additional 6 months. Thereafter, a new permit shall be required.

ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:

- ☐ Building Permit Application: Complete, signed and notarized.
- ☐ A survey/site plan, drawn to scale at original size, showing the location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas and waterways.
- ☐ Four (4) sets of plans bearing the signature and original seal of a NYS licensed professional engineer or architect illustrating compliance with the Building Codes of New York State.
- ☐ Contractor's proof of insurance and Suffolk County license:
 - Certificate of Workers' Compensation Insurance (C105.2 or U26.3) AND a Certificate of Disability Benefits Compensation Insurance (DB120.1)
 - Certificate of Liability Insurance

****Note: Final Fees will be calculated by the Building Department using the [fee schedule](#). Fees will be collected after the permit is written****

ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW:

- ☐ Suffolk County Department of Health Services Approval (original copy)
- ☐ Approval of the Zoning Board of Appeals, Planning Board, and/or Historic Preservation Commission (if applicable)
- ☐ [Electrical Permit Application](#) (FILED SEPERATELY): Electrician must have an active license with Suffolk County
- ☐ [Flood Plain Development Permit Application](#) (if applicable)
- ☐ Southold Town Trustees Permits may be required: If any work will be done within 100' of a tidal or fresh water wetland.
- ☐ NYS D.E.C. Permits may be required: If any work will be done within 300' of a tidal wetland or 100' of a fresh water wetland
- ☐ 1 copy of ComCheck / ResCheck (if applicable)
- ☐ 1 copy of Manual J, Manual D and Manual S (if applicable)
- ☐ [Utilization of truss/pre-engineered wood/timber construction form](#) (if applicable)
- ☐ Single and separate title search (if applicable)
- ☐ Curb cut permit (NYS or [Suffolk County form 239F](#)) (if applicable)
- ☐ Original signed Owners Authorization: if applicant is other than owner.



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INSPECTION & CERTIFICATE OF OCCUPANCY INFORMATION

It is the responsibility of the applicant, owner, or contractor to request inspections from the Building Department. Construction must be completed and certificate of occupancy must be obtained within eighteen (18) months, or the permit may need to be renewed. Building permits shall be visibly displayed at the work site and shall remain visible until the authorized work has been completed.

Work shall remain accessible and exposed until inspected and accepted by the Building Inspector. The permit holder shall notify the Building Inspector when any element of work described below is ready for inspection.

The following elements of the construction process shall be inspected, where applicable:

- Footing reinforcement or pier excavation prior to pour;
- Footing keyway with foundation wall reinforcement;
- Foundation before backfill;
- Foundation damp proofing;
- Framing, tie down/strapping and plumbing;
- Underground plumbing;
- Perimeter insulation;
- Rough electric;
- Insulation and caulking;
- Solid fuel-burning heating appliances, chimneys, flues or gas vents;
- Energy Code compliance; and
- A final inspection after all work authorized by the building permit has been completed.

After all necessary inspections are completed additional documents, including but not limited to the following, may be required:

- Suffolk County Health Department Approval – original copy
- Plumbers Affidavit
- Miscellaneous Certifications as requested by Plans Examiners or Inspectors

The Certificate of Occupancy will be issued after all of the required documents are submitted to this office. No building may be used or occupied in whole or in part, until a Certificate of Occupancy shall have been issued by the Building Inspector.

The owner/contractor/design professional is responsible for all drainage and storm water issues as provided by Chapter 236 of the Town Code. The person responsible for this site must call in for all inspections listed above.

Contact the Town of Southold Building Department at (631) 765-1802 to schedule your inspections. Please have your building permit number ready.