

# APPLICATION FOR BUILDING PERMIT (Page 1)

VILLAGE OF ASHAROKEN

1 Asharoken Avenue, Northport, NY 11768

Tel: 631-261-7098 Fax: 262-0462

(Office Hours: Mon-Fri. 9 A.M. - 3 P.M.)

**No Work on Saturday and Sunday and Legal Holidays**

**Permitted Work Hours Mon. - Fri. 8AM to 5PM**

Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Sec/Block/Lot: \_\_\_\_\_

## INSTRUCTIONS

1. This application must be completely filled in and notarized. Submit **(4 copies)** to the Village Clerk.
2. This application must be accompanied by the following:
  - a. Complete plans and specifications **(4 copies)** for the proposed construction or alteration including foundation plans, all floor plans, all elevations, depth and location of all excavation, section showing riser diagram for plumbing, means and location of sewage disposal and structural details.
  - b. Plat, **(4 copies)** drawn to scale showing the actual dimensions of the lot, the size of the building or part thereof to be erected and the location of the building on the lot with distances from boundaries and any other structures on the lot.
3. Any other permits as required, such as Conservation, Suffolk County Dept of Health Services, USACOE, NYSDEC, and Environmental Review Board are the responsibility of the applicant.
4. Plans and specifications for all work must conform to New York State Fire Prevention and Building Code for alterations whatever the cost, which affect the structural safety of the building, shall be stamped with the seal of licensed architect or a professional engineer, either licensed in New York or allowed to practice in New York. If the architect or engineer is not licensed in New York, a special certificate issued by the Department of Education certifying to his right to practice in New York should be attached.
5. All papers are filed with the Village Clerk. The Building Inspector will then review entire package and approve or disapprove.
6. Once the application is approved, the building Permit will be issued subject to: **(See attached Checklist of Required Documents)**. Any work covered by this application may not commence before the issuance of a Building Permit and the fee required, payable to: "Incorporated Village of Asharoken".
7. Once all required documents are submitted and permit fee has been paid in full, the Building Inspector will issue a Building Permit to the applicant, together with an approved set of plans, specifications, and a schedule of required inspections. **(See Attached Required Inspection form)** Such approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
8. Building Permit Notice shall be prominently displayed on the job site at all times during the progress of construction, so as to be readily seen.
9. No building hereafter erected shall be used or occupied in whole or in part, and no building hereafter altered shall continue to be used or occupied for more than thirty days after completion of such alteration until a Certificate of Occupancy shall have been issued by the Building Department. A New York State Board of Underwriters Certificate (or equivalent inspection agency) for the electrical inspection is required for issuing a Certificate of Occupancy.
10. The New York State Uniform Fire Prevention and Building Construction Code have been adopted by the Village of Asharoken and shall be complied with.
11. A separate Certificate of Approval from the Suffolk County Department of Health for sewage disposal should be obtained before backfilling.
12. Must supply the elevation certification after the completion of a New Construction or addition.

**APPLICATION (Page 2)**

1. Location of proposed work (address) \_\_\_\_\_

a. Tax Lot Number 0401- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

2. State existing use and occupancy of premises and intended use and occupancy of proposed construction:

Existing use and Intended Use occupancy \_\_\_\_\_

Nature of work: New Building: \_\_\_\_\_ Addition: \_\_\_\_\_ Alteration: \_\_\_\_\_ Repair: \_\_\_\_\_

Demolition: \_\_\_\_\_ Solar Panels: \_\_\_\_\_ Driveway: \_\_\_\_\_ Deck: \_\_\_\_\_

Gas Conversion: \_\_\_\_\_ Bulkhead: \_\_\_\_\_ Other: \_\_\_\_\_

3. Estimated cost (including cost of all construction and other work in connection therewith, exclusive of cost of land) \$ \_\_\_\_\_ Total Sq. Ft. of new construction: \_\_\_\_\_ Sq. Ft.  
Total Number of Bathrooms adding#: \_\_\_\_\_ Bedrooms adding#: \_\_\_\_\_ Fixtures adding#: \_\_\_\_\_

Amount of material to be removed or excavated in digging cellar or foundation \_\_\_\_\_ CU. FT.  
Does proposed construction violate any zoning law, ordinance or regulation?

\_\_\_\_\_

a. Is a Special Permit required? \_\_\_\_\_

b. Is this an Accessory Building? \_\_\_\_\_

4. **Name of Owner of Premises** \_\_\_\_\_

a. Address \_\_\_\_\_ Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

b. **Name of Architect** \_\_\_\_\_ Address: \_\_\_\_\_

c. Phone: \_\_\_\_\_ Cell Phone# \_\_\_\_\_

d. **Name of Contractor** \_\_\_\_\_ Address: \_\_\_\_\_

e. Phone: \_\_\_\_\_ Cell Phone# \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**State whether—Owner, Lessee, Agent, Architect, Engineer or Builder**

COUNTY OF

\_\_\_\_\_, being duly sworn, deposes and  
(NAME OF INDIVIDUAL SIGNING THE APPLICATION)

States that he is the \_\_\_\_\_, for said owner or owners, is  
(CONTRACTOR, AGENT, CORPORATE OFFICER, ETC)

Duly authorized to perform the said work noted in this application; and that all the statements contained in this application are true and to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed herewith.

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

Notary Stamp



As the owner of the property for which the building application is being applied for, please consent and sign below that the information noted on the building application is true.

Sign: \_\_\_\_\_

**Owner of the noted property must sign and have notarized**

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**NO WORK ON SATURDAY AND SUNDAY and Legal Holidays**

**PERMITTED WORK HOURS: MONDAY – FRIDAY 8:00AM -5:00PM**

Date: \_\_\_\_\_ Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_ Contractor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Checklist of Required Documents

<b>Building Permit Application (4 copies, notarized):</b>	_____
<b>Construction Plans (4 sets, signed, sealed &amp; folded):</b>	_____
<b>Property Survey (4 sets, signed &amp; sealed):</b>	_____
<b>Suffolk County Health Dept. approval to construct:</b>	_____
<b>New York State DEC Permit/Approval Letter:</b>	_____
<b>New York State DEC Letter of Non-Jurisdiction:</b>	_____
<b>Certificate of Insurance (naming VOA as certificate holder)</b>	_____
<b>Certificate of Workers Comp. Insurance for General Contractor</b>	_____
<b>Certificate of Workers Comp. Insurance for Sub-contractors:</b>	_____
<b>(General Contractor is responsible to collect all Workers Comp. Certificates from Sub-Contractors)</b>	_____
<b>Other:</b>	_____
<b>Permit Fee:</b>	_____

(Fee is determined based on total value of the project. Per Village Code 42-4 (5) (a) Up to and including \$1000 of project cost equals \$100 and for every additional \$1000 of project cost equals \$20)

### Items to be Verified by Applicant

(Discuss with Building Inspector)

- **Stormwater control measures (silt fence and hay bales ) required during construction Determining FEMA Flood Zone (maps on file in Village Hall)**
- **Maximum Building Height-check Village Code**
- **Side yard setbacks- check Village Code**
- **Fog Line requirements (driveway aprons, curbing, etc.)-check Village Code**
- **Contractor Signs must be 15 feet from white fog line)**

**The Building Inspector normally requires 10 working business days to review the plans.**

Call: Village Hall at 631-261-7098 with any questions.

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### *Checklist of Required Inspections*

Site Inspection: (Excavation, Perimeter Safety Fence, Silt Fence, Hay Bales) \_\_\_\_\_  
Footings: \_\_\_\_\_  
Foundation & Waterproofing: \_\_\_\_\_  
Rough Framing (Including Connections): \_\_\_\_\_  
Insulation: \_\_\_\_\_  
Plumbing (Rough) : \_\_\_\_\_  
Plumbing (Final): \_\_\_\_\_  
Smoke & Carbon Monoxide Detectors: \_\_\_\_\_  
Pool enclosure requirements (where applicable): \_\_\_\_\_  
Other: \_\_\_\_\_  
Final: \_\_\_\_\_

### *Required Submission for a Certificate of Occupancy (Discuss with Building Inspector)*

Foundation Location Survey (APPROVAL REQUIRED PRIOR TO FRAMING)  
Final Survey with Elevation Certificate (FEMA Form)  
Electrical Inspection Certificate (BOARD OF FIRE UNDERWRITERS)  
Professional Engineer affidavit for drainage system  
Final nailing affidavit  
Plywood window protection panels on site (or rated windows).  
Other \_\_\_\_\_

**The Building Inspector must be notified FIVE (5) business days prior to the required inspection.**

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