

APPLICATION FOR BUILDING PERMIT (Page 1)

VILLAGE OF ASHAROKEN

1 Asharoken Avenue, Northport, NY 11768

Office: 631-261-7098 Fax: 262-0462 Email: Nrittenhouse@asharokenny.org

Building Inspector Doug Adil 631-935-5501 Email: DAdil@asharokenny.org

NO WORK ON SATURDAY AND SUNDAY and Legal Holidays

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

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

Date: _____ Email: _____

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. Email: _____ Cell Phone# _____

d. **Name of Contractor** _____ Address: _____

e. Email: _____ 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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Date: _____ Owners Name: _____

Address: _____ Contractor Name: _____

Phone: _____ Cell Phone: _____

Checklist of Required Documents

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

(Fee is determined based on total cost 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.

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Date: _____ Owners Name: _____
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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.