

# APPLICATION FOR GENERAL BUILDING PERMIT

## VILLAGE OF ASHAROKEN

1 Asharoken Avenue, Northport, NY 11768

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

Building Inspector: Doug Adil 631-935-5501 Email: DougAdil1@gmail.com

**NO WORK ON WEEKENDS - WORK HOURS: MONDAY – FRIDAY 8:00AM - 5:00PM**

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

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ SCTM#: 0401 \_\_\_\_\_

1. Application must be filled in and notarized. Submit **(4 copies)** to the Village Clerk's Office.
2. Application must include the following:
  - ✓ Plans and specifications **(Folded 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.
  - ✓ Site Plan/Plat: **(Folded 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 (ex. Generator, AC Units, Decks, Solar Units, Pool Equipment).
3. All other permits required by Conservation, Suffolk County Dept of Health Services, USACOE, NYSDEC, and Environmental Review Board are the responsibility of the applicant. A building permit will not be issued unless the applicable permits are approved by the noted agencies.
4. Plans and specifications must conform to NYS Fire Prevention and Building Code for alterations which affect the structural safety of the building. Plans must be stamped with the seal of licensed architect or a professional engineer, either licensed in New York or allowed to practice in New York.
5. Insurance Documents: Certificate of Liability, Workers Compensation and NYS Disability proof of insurance is required, noting the Village of Asharoken as the Certificate Holder.
6. All Checklist Sheets for (Demolition Permit, Generator Permit & Inground Swimming Pool Permit) must be included in the Building Permit Application Packet.
7. The Building Permit Application Packet must be filed with the Village Clerk; the Building Inspector will then review the application; allow four weeks for review. Once the Building Permit Application is Approved, the Permit fee must be paid in full (payable to "Incorporated Village of Asharoken").
8. Work covered by the Building Permit Application may not commence until a Building Permit is issued and the building permit is posted and visible from the roadway.
9. Inspections: **(See Required Inspection form)** Contact the Building Inspector; Doug Adil 631-935-5501 for all inspections.
10. No building hereafter erected shall be used or occupied in whole or in part, 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.
11. The New York State Uniform Fire Prevention and Building Construction Code have been adopted by the Village of Asharoken and shall be complied with. A separate Certificate of Approval from the Suffolk County Department of Health for sewage disposal should be obtained before backfilling. Must supply the elevation certification after the completion of a New Construction or addition.

# APPLICATION

1. Location of proposed work (address) \_\_\_\_\_
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: (see checklist) \_\_\_\_\_ Solar Panels: \_\_\_\_\_ Driveway: \_\_\_\_\_ Deck: \_\_\_\_\_  
Gas Conversion: \_\_\_\_\_ Generator: (see checklist) \_\_\_\_\_ Swimming Pool: (see checklist) \_\_\_\_\_  
Bulkhead: \_\_\_\_\_ Accessory Structure: \_\_\_\_\_ Shed: \_\_\_\_\_ Roof: \_\_\_\_\_  
Entrance Pillars: \_\_\_\_\_ Fencing: \_\_\_\_\_ Excavation: \_\_\_\_\_ (see application)
3. Estimated cost of Project, exclusive of cost of land \$ \_\_\_\_\_
4. Total Sq. Ft. of new construction: \_\_\_\_\_ Sq. Ft.
5. Total Number of Bathrooms adding#: \_\_\_\_\_ Bedrooms adding#: \_\_\_\_\_ Fixtures adding#: \_\_\_\_\_
6. DEMO Application permits: How will debris be disposed of: \_\_\_\_\_.
7. Excavation Application: Please fill out form; attached.
8. New Structures: Amount of material to be removed or excavated in digging cellar or foundation \_\_\_\_\_ CU. FT.
9. Does proposed construction violate any zoning laws, ordinances, or regulations or require a variance?  
\_\_\_\_\_
  - a. Is this for an Accessory Building? \_\_\_\_\_ What is the intended Use: \_\_\_\_\_
  - b. Is a Special Use Accessory Permit required? \_\_\_\_\_
10. **Name of Deeded Owner of Premises** \_\_\_\_\_
  - a. Address \_\_\_\_\_ Phone # \_\_\_\_\_
  - b. E-Mail: \_\_\_\_\_ Mobile: \_\_\_\_\_
  - c. **Name of Architect** \_\_\_\_\_ Address: \_\_\_\_\_
  - d. E-Mail: \_\_\_\_\_ Mobile# \_\_\_\_\_
  - e. **Name of Contractor** \_\_\_\_\_ Address: \_\_\_\_\_
  - f. E-Mail: \_\_\_\_\_ Mobile# \_\_\_\_\_

Please note whether the **Owner, Agent, Architect, Engineer or Contractor will be the applicant.**

**Signature of Applicant:** \_\_\_\_\_

**STATE OF NEW YORK**

**COUNTY OF**

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

States that he is the \_\_\_\_\_, for said owner or owners, is.  
(Owner, Agent, Architect, Engineer or Contractor)

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 deeded 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 permit application is true.

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

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

# APPLICATION FOR GENERAL BUILDING PERMIT

1 Asharoken Avenue, Northport, NY 11768

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

Building Inspector Doug Adil 631-935-5501 Email: DougAdil1@gmail.com

**NO WORK ON WEEKENDS- WORK HOURS: MONDAY - FRIDAY 8:00AM -5:00PM**

Deeded Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Contractor Contact Number & E-Mail: \_\_\_\_\_

## 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 (Original Red Stamp) is required:**
- For all existing dwellings where the # of bedrooms exceed 4.
- For all new dwellings.
- **New York State DEC Full Permit:** \_\_\_\_\_
- **New York State DEC Letter of Non-Jurisdiction & Survey:** \_\_\_\_\_
- **Two copies of the H.E.R.S. Cert. (Home Energy Rating System)** \_\_\_\_\_
- certified by HERS rater
- **Two copies of the Manual J, Manual D and Manual S** \_\_\_\_\_
- **One copy of Energy Compliance 3<sup>rd</sup> party testing** \_\_\_\_\_
- **Two copies of the RES Check (residential Energy Score)** \_\_\_\_\_
- **Certificate of Insurance (naming VOA as certificate holder)** \_\_\_\_\_
- **Certificate of Workers Comp. Insurance for General Contractor** \_\_\_\_\_
- **NYS Disability Insurance:** \_\_\_\_\_
- **Permit Fee: (\$100 for 1<sup>st</sup> \$1,000; \$20.00 for every \$1000 thereafter)** \_\_\_\_\_

## Items to be Verified by Applicant.

- **Stormwater control measures (silt fence and hay bales) required during construction**
- **Provide FEMA Flood Zone, Check FEMA website: <https://msc.fema.gov/portal/home>**
- **Driveway construction: when replacing a permeable driveway (stone, grass, dirt) with an impermeable driveway (asphalt, concrete, pavers) then stormwater control is required. Drywells or other drainage measures must be installed, sized to accommodate a 4-inch rainfall in 24 hours.**
- **Zoning Information: A Zone=10,000sqft; B Zone=1 Acre; C Zone=2 Acre**
- **Maximum Building Height; go to [www.asharoken.com](http://www.asharoken.com) for ECode360 Village code**
- **Side yard setbacks; go to [www.asharoken.com](http://www.asharoken.com) for ECode360 Village code**
- **Fog Line requirements (driveway aprons, curbing, see attached Fog Line Detail) detail information found at [www.asharoken.com](http://www.asharoken.com) ECode360 Chapter 104-1.**
- **Contractor Signs are not allowed unless they are attached to the building that is under construction.**
- **All deliveries must be made between 8am and 5pm.**

**APPLICATION FOR GENERAL BUILDING PERMIT  
REQUIRED INSPECTIONS**

1 Asharoken Avenue, Northport, NY 11768  
Office: 631-261-7098 Email: Nrittenhouse@asharokenny.org  
Building Inspector Doug Adil 631-935-5501 Email: DougAdil1@gmail.com  
NO WORK ON WEEKENDS-WORK HOURS: MONDAY – FRIDAY 8:00AM -5:00PM

**Checklist of Required Inspections**

- 1. **Site Inspection: (Excavation, Perimeter Safety Fence, Silt Fence, Hay Bales)** \_\_\_\_\_
- 2. **Footings:**
- 3. Footing forms with rebar \_\_\_\_\_
- 4. **Foundation wall forms with rebar & waterproofing** \_\_\_\_\_
- 5. **Rough Framing, including all Load Path connectors** \_\_\_\_\_
- 6. **Insulation** \_\_\_\_\_
- 7. **Plumbing (Rough) including water leak test of the system** \_\_\_\_\_
- 8. **Plumbing (Final)** \_\_\_\_\_
- 9. **Mechanical equipment, including exterior located equipment** \_\_\_\_\_
- 10. **Provide plywood window protection for each new window or evidence of Impact Rated glass** \_\_\_\_\_
- 11. **Pool enclosure requirements (where applicable)** \_\_\_\_\_
  
- 12. **All emergency backup generators, exterior A/C condensers, and pool equipment must be elevated to BFE when located in a flood zone. Homes located in a VE flood zone have special requirements affecting foundation design, floor elevation, equipment elevation and swimming pool design.**
- 13. **In flood zones, all fasteners for Load Path connections must conform to IBC sec. 2304, including stainless steel and zinc coated fasteners.**

**Required Submission for a Certificate of Occupancy**

- 1. **Foundation Location Survey (APPROVAL REQUIRED PRIOR TO FRAMING)**
- 2. **Final Survey with Elevation Certificate (FEMA Form)**
- 3. to [https://www.fema.gov/sites/default/files/2020-07/fema\\_nfip\\_elevation-certificate-form\\_feb-2020.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_nfip_elevation-certificate-form_feb-2020.pdf) for information or insert hyperlink.
- 4. **Electrical Inspection Certificate (BOARD OF FIRE UNDERWRITERS)**
- 5. **Professional Engineer affidavit for drainage system**
- 6. **Final nailing affidavit**

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

# DEMOLITION PERMIT APPLICATION CHECKLIST

Questions: [dougadil1@gmail.com](mailto:dougadil1@gmail.com) or [nrittenhouse@asharokenny.org](mailto:nrittenhouse@asharokenny.org)

## PLEASE INCLUDE ALL ITEMS BELOW WITH YOUR DEMOLITION PERMIT APPLICATION PACKET.

- Demo Permit Application- Completed and Demolition Permit Fee Paid (**\$300 per structure**)
- Utility Disconnection Letters provided for Electric Power, Gas and Water, indicating that the utilities have been disconnected from the structure(s) to be demolished.
- Asbestos Inspection Report- Inspection report by a licensed third party certifying there is no Asbestos present in the structure(s) prior to demolition.
- Completed Checklist Signed by the Applicant or the Licensed Design Professional
- Three (3) Copies of a Plot Plan sealed by a Surveyor, identifying all Existing to remain and all structures to be demolished. The following must be included on the plot plan: 
  - ✓ Show all dimensions of all property lines, including scale used.
  - ✓ North direction identified.
  - ✓ Easements for utilities including overhead.
  - ✓ Name of all adjacent roads, location of any body of water within 100 feet of the property line.
  - ✓ Section, Sheet, Block, and Lot
  - ✓ Property Owner's name.
  - ✓ All existing structures (including pools) shown and labeled as to their use and the distance from the proposed structure and property lines.
  - ✓ Location of construction safety fence, silt fence, hay bales.
- FILL: If additional fill is needed at the project site, please include on the Demo Permit Application the approximate amount of Fill. Per Village Code approval of a FILL/EXCAVATION PERMIT is reviewed by Conservation Board and permit required by the Board of Trustees at a regular scheduled Board Meeting.

### Checklist Completed By:

\_\_\_\_\_ (Print or type name here) \_\_\_\_\_ (Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**(Do not write below this line, for Official Use Only)** \_\_\_\_\_

\_\_\_\_\_ Application/Permit Number

\_\_\_ Accepted \_\_\_ Denied

### Checklist Reviewed by:

\_\_\_\_\_ (Print or type name here)

\_\_\_\_\_ (Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE  
NO WORK ON WEEKENDS ONLY WEEKDAYS (8AM TO 5PM).**

**PERMIT REQUIREMENTS CHECKLIST  
FOR STANDBY GENERATOR**

Questions: [dougadil1@gmail.com](mailto:dougadil1@gmail.com) or [nrittenhouse@asharokenny.org](mailto:nrittenhouse@asharokenny.org)

**PLEASE INCLUDE ALL ITEMS BELOW WITH YOUR BUILDING PERMIT APPLICATION PACKET.**

1. Cover Sheet to include the following items below.
  - Name & address
  - Suffolk County Tax Map Number [SCTM]
  - Make & model of equipment.
  - Manufacturers' specifications cut sheets.
  - Power produced in kilowatts [kw]
  - Fuel type (Natural Gas, Propane, Diesel or Gasoline)
2. Diagram showing dimensions and generator setbacks from structures & property lines on a copy of survey that is to scale (See Note Below)
3. Statement by plumber/installer on their Letterhead: "Installation is in compliance with Residential Code of NYS 2020, NFPA 37 and Village of Asharoken Zoning Codes".

**CHECKLIST REVIEWED BY:**

\_\_\_\_\_ (Print or type name here) \_\_\_\_\_ (Title)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**REVIEW STATUS:**

Accepted  Rejected for Corrections

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Generator shall be installed per manufacturer's requirements, with a minimum of 60 inches clearance to all windows, doors and vegetation taller than 12 inches, and a minimum of 48 inches to soffits or cantilever above. Installation manual is required on site for Inspector reference.

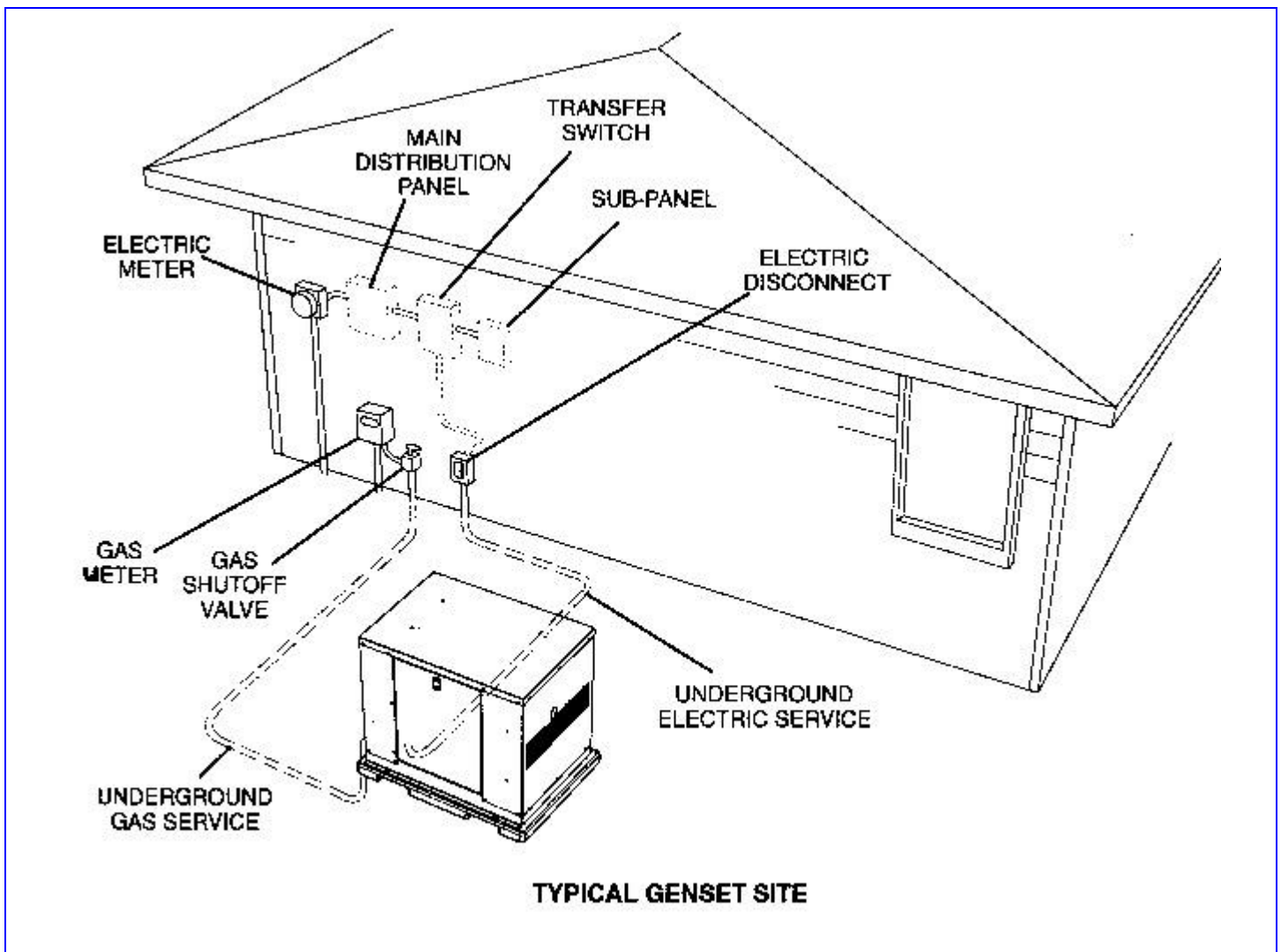
***NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE  
NO WORK ON WEEKENDS ONLY WEEKDAYS (8AM TO 5PM)***

## GENERATOR INFORMATION

Generator Sets that are housed in weather-protective enclosures are designed for installation out-of-doors. Typically, a cement pad is placed in a suitable location, out of sight but with easy access for maintenance and fueling. The generator is secured to the pad. Choose a site close to the electric service and fuel supply lines (natural gas, propane, or diesel). The image below shows a typical natural gas installation. The main distribution panel, transfer switch and sub-panels are inside the building in this example, but more often the distribution panel, sub-panels and transfer switch are outside. You should make sure that 110v power is available at the generator for battery charging.

In flood plain areas, which includes much of Asharoken, elevate the masonry base to 2 feet above grade, or to base flood elevation if available.

The Gen Set must be a minimum of 3 ft from combustible material (NFPA 37). Leave at least 3 ft (or more if the housing and instructions for your particular unit) all around the GenSet enclosure for access to the inside (NEC Art. 110-26a, Art. 110-26b). The GenSet must be at least 5 ft from any opening (window, door, vent, etc.) in a wall, and the exhaust must not be able to accumulate in any occupied area. See figure below.





# PERMIT REQUIREMENTS CHECKLIST FOR SWIMMING POOL CONSTRUCTION

Questions: [dougadil1@gmail.com](mailto:dougadil1@gmail.com) or [nrittenhouse@asharokenny.org](mailto:nrittenhouse@asharokenny.org)

**PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR BUILDING PERMIT APPLICATION PACKET.**

- Name & address, Suffolk County Tax Map Number [SCTM]
- FEMA Flood zone
- Site plan showing location of the proposed swimming pool and any other related structures or equipment, including pool equipment (heater, pump, filter). Pool equipment must be within the setbacks.
- Verify that the pool area shall not occupy more than 40% of the open area of the rear yard.
- Verify that the pool shall be located so that no current-carrying electrical conductors shall cross it, either overhead or underground.
- Provide certification by a Professional Engineer licensed by the State of New York, that the drainage of such pool is adequate and will not interfere with the public water supply system, with existing sanitary facilities, with adjoining property owners or with the public highways.
- Construction details for the pool, per Residential Code of NY State, 2020 edition. Details must include:
  - ✓ section through the pool, dimensioned plan, wall detail, spa wall/seat detail (if applicable).
  - ✓ pile plan, pile cap details, grade beam details when piles are required ('VE' and 'Coastal A' flood zones).
  - ✓ Pool specifications notes; Helical pile specifications, as applicable.
  - ✓ Pool construction materials specifications (concrete, rebar, piles)
- Pool barrier (fence) layout on the site plan, with fence and gate details shown. For properties where the dwelling forms part of the barrier, doors leading into the area must be alarmed, and windows opening to the pool area must have opened limiting devices.
- Pool alarm specifications, including manufacturer information.
- Where a powered automatic safety cover is provided, no pool alarm is required. Provide details for the safety cover, including manufacturer cut sheets.
- Construction drawings for a Cabana (if applicable) per Residential Code of NY State, 2020 edition.

**CHECKLIST REVIEWED BY:**

(Print or type name here)	(Title)
(Signature)	(Date)

**REVIEW STATUS:**

Accepted  Rejected for Corrections  
 Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE  
NO WORK ON WEEKENDS ONLY WEEKDAYS (8AM TO 5PM).**

# APPLICATION FOR EXCAVATIONS

1 Asharoken Avenue, Northport, NY 11768

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

Building Inspector Doug Adil 631-935-5501 Email: DougAdil1@gmail.com

**NO WORK ON WEEKENDS- WORK HOURS: MONDAY – FRIDAY 8:00AM -5:00PM**

Under Chapter 64 no earth, stone, sand, mud, asphalt, or other material, including materials for bulkheads or revetments shall be moved, deposited, dredged, removed, or excavated from or on any land, wetland or underwater land within the village unless the application has been reviewed and recommended by the Conservation Board and sent to the Board of Trustees for issuance of a permit.

Applicant Name: \_\_\_\_\_.

Location of property \_\_\_\_\_.

No permit shall be required under the following cases:

1. \_\_\_\_ Less than (1) cubic yard of material to be moved or deposited.
2. \_\_\_\_ Less than (10) cubic yard of material to be moved or deposited if the work is done at least (20) feet above sea level or at least (100) feet from the mean high-water mark of all neighboring water and at least (20) feet from any wetland.
3. \_\_\_\_ For the excavation of a foundation of a building or for the filling in of land for which a building permit has been issued and the excavation is included on the plans.  
Building Permit # \_\_\_\_\_. The purpose of the importation of fill \_\_\_\_\_.

How many cubic yards of fill will be imported to the premises \_\_\_\_\_.

Source of the Fill \_\_\_\_\_.

Has the importation of fill or excavation of soil been identified on the associated NYSDEC permit for this project \_\_\_\_\_?

4. \_\_\_\_ For the repair or improvement of an existing or new driveway.

All other cases this application must include the following.

- a. A complete description of the proposed work.
- b. The location and dimensions of the affected premises.
- c. The present topography of the affected and neighboring premises and the topography which will exist after the proposed work has been completed.
- d. Distances of the proposed work from each property line, buildings, and all adjoining owners, from mean high-water mark of all neighboring bodies of water, any wetland, public streets as shown on a topographical map and/or survey prepared by a licensed surveyor.
- e. The total cubic yards of material to be moved.
- f. The effect of the proposed work on the environment, including changes in stormwater runoff, (including direction of runoff that may affect adjacent properties or nearby wetlands and shores).
- g. Changed grade adjacent to existing trees.
- h. Visual impact of significantly elevated properties for the purpose of flood protection.
- i. The method and length of time required for the performance of such work.
- j. Proof of Department of Environmental Conservation and other required approvals.
- k. Short Environmental Assessment Form -must be submitted. See attached.

The application in proper form will be delivered to the Conservation of the Environment Board for their review and recommendations. They will submit their recommendations to the Board of Trustees at the next meeting. If further information is needed the Conservation Board chair will request it from the applicant directly.

I represent that to the best of my knowledge; that this information is accurate, and fill does not contain material other than clean fill.

Signature: \_\_\_\_\_

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