

# APPLICATION FOR GENERAL BUILDING PERMIT

## VILLAGE OF ASHAROKEN

1 Asharoken Avenue, Northport, NY 11768

Office: 631-261-7098 Email: [mglennon@asharokenny.org](mailto:mglennon@asharokenny.org)

Building Inspector: Doug Adil 631-935-5501 Email: [DougAdil1@gmail.com](mailto:DougAdil1@gmail.com)

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

Applicant Name: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Applicant Phone#: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Location of Work: \_\_\_\_\_ SCTM#: 0401 \_\_\_\_\_

1. Application packages should be submitted to the Village Clerk's Office and must include the following:
  - a. Completed and notarized building permit **application (2 copies)**
  - b. **Plans** and specifications (**Folded 2 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.
  - c. **Site Plan/Plat: (Folded 2 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). *Trees to be removed for construction must be marked on site plan.*
  - d. **A pdf of both the plans and site plan must be emailed to the Building Inspector ([dougadil1@gmail.com](mailto:dougadil1@gmail.com)) and the Village Clerk ([mglennon@asharokenny.org](mailto:mglennon@asharokenny.org))**
2. All other permits required by Conservation, Suffolk County Dept of Health Services, USACOE, NYSDEC, and Environmental Review Board are the responsibility of the applicant and should be emailed to the Village Clerk. A building permit will not be issued unless the applicable permits are approved by the noted agencies.
3. 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 a licensed architect or a professional engineer, either licensed in New York or allowed to practice in New York.
4. Insurance Documents to be emailed to VC: Contractor's Certificate of Liability, Workers Compensation and NYS Disability proof of insurance is required, noting the Village of Asharoken as the Certificate Holder.
5. Once the Building Permit Application Packet is filed with the Village Clerk; the Building Inspector will then review the application; allow a minimum of 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") prior to permit being issued. Fee is determined as follows: \$100 for first \$1,000 of cost, \$20 per each additional \$1,000.
6. 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.
7. Inspections: (**See Required Inspection form**) Contact the Building Inspector; Doug Adil: 631-935-5501 for all inspections.
8. 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.
9. The New York State Uniform Fire Prevention and Building Construction Code has 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. Type of work (check all that apply): New Building: \_\_\_\_\_ Addition: \_\_\_\_\_ Alteration: \_\_\_\_\_  
Repair: \_\_\_\_\_ Solar Panels: \_\_\_\_\_ Driveway: \_\_\_\_\_ Deck: \_\_\_\_\_  
Shed: \_\_\_\_\_ Roof: \_\_\_\_\_ Gas Conversion: \_\_\_\_\_ Other: \_\_\_\_\_
3. Estimated cost of Project, (used to determine building fee) exclusive of cost of land \$ \_\_\_\_\_  
(Residential living space must be valued at minimum of \$250/sq ft, garage space @ \$150/sq ft)
4. Total Sq. Ft. of new construction: \_\_\_\_\_ Sq. Ft.
5. Total Number of Bathrooms adding#: \_\_\_\_\_ Bedrooms adding#: \_\_\_\_\_ Fixtures adding#: \_\_\_\_\_
6. New Structures: Amount of material to be removed or excavated in digging cellar or foundation  
\_\_\_\_\_ CU. FT.
7. 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? \_\_\_\_\_

**8. Detailed description of work:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. **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 the applicant, circle (**Owner, Agent, Architect, Engineer or Contractor**).

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

**OWNER**

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.**

Deeded Owner Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT**

STATE OF NEW YORK

COUNTY OF SUFFOLK

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

States the name of applicant & title \_\_\_\_\_, for said owner or owners, is 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/her 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)

**DATE RECEIVED BY VILLAGE HALL:** \_\_\_\_\_

**Checklist of Required Documents  
( 1 Original & 1 Copy unless otherwise noted )**

- **Building Permit Application (notarized original +1 copy):** \_\_\_\_\_
- **Construction Plans (signed, sealed & folded):** \_\_\_\_\_
- **Property Survey (signed & sealed):** \_\_\_\_\_
- **PDFs of Plans and Surveys to Village Clerk** \_\_\_\_\_
- **Suffolk County Health Dept. approval (Original Red Stamp) is required:** \_\_\_\_\_  
(For all existing dwellings where the # of bedrooms exceed 4 and for all new dwellings)
- **Provide FEMA Flood Zone and Zoning Data (Zone A, B or C)**
- **New York State DEC Full Permit or Letter of Non-Jurisdiction:** \_\_\_\_\_
- **If New Construction: 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** \_\_\_\_\_
- **Two copies of Energy Compliance 3<sup>rd</sup> party testing** \_\_\_\_\_
- **For Additions: Two copies of the RES Check (residential Energy Score)** \_\_\_\_\_
- **Certificates of Insurance: Liability/Worker's Comp/Disability**
- **(naming Village of Asharoken as certificate holder)** \_\_\_\_\_
- **Permit Fee: (\$100 for 1<sup>st</sup> \$1,000; \$20.00 for every \$1000 thereafter)** \_\_\_\_\_

**Additional Requirements:**

- **Stormwater control measures (silt fence and hay bales) required during construction**
- **Construction fence required around perimeter of property**
- **New Construction or Substantial Renovation/Addition please see 'Stabilized Construction Entrance' requirements found under 'Permits & Applications' on [www.asharoken.com](http://www.asharoken.com)**
- **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) stormwater control is required. Drywells or other drainage measures must be installed, sized to accommodate a 4-inch rainfall in 24 hours.**
- **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 Fog Line Detail; information found at [www.asharoken.com](http://www.asharoken.com) ECode360 Chapter 104-1 (also under Permits & Applications)**
- **Contractor Signs are not allowed unless they are attached to the building that is under construction.**
- **All deliveries must be made Monday through Friday: 8am to 5pm.  
**No truck idling, deliveries permitted before 8am.****

## Checklist of Required Inspections

1. Site Inspection: (Excavation, Perimeter Safety Fence, Silt Fence, Hay Bales) \_\_\_\_\_
2. Footings: forms with rebar \_\_\_\_\_
3. Foundation wall forms with rebar \_\_\_\_\_
4. **Once foundation walls are completed, owner/contractor MUST submit a Foundation location survey. Framing CANNOT commence until the survey has been submitted and accepted by the building inspector.**
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) \_\_\_\_\_

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.

In flood zones, all fasteners for Load Path connections must conform to IBC sec. 2304, including stainless steel and zinc coated fasteners.

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

**Doug Adil**

**631-935-5501**

**dougadil1@gmail.com**

## Required Submission for a Certificate of Occupancy

1. **Final Survey with Elevation Certificate (FEMA Form); go 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.**
2. **Electrical Inspection Certificate (Board of Fire Underwriters or similar Independent Inspection agency)**
3. **Professional Engineer affidavit for drainage system**
4. **Final nailing affidavit**