

Date: **Permit Number:**
Name: **Permit Fee:**
Mailing Address: Denied Approved Approved with Conditions
..... **Date Received:****Date Issued:**
SCTM # **Code Enforcement Officer:**
Street Address: **Receipt Number:**

Conditions: Per Permit Application Review Summary (P.A.R.S.) Form dated only.
 Other.....
.....
.....
Date of Oversight Review: **Completed by Code Enforcement Officer:**

Please Do Not Write Above This Line

Incorporated Village of East Hampton

Application for Building Permit

Information and Application Instructions:

1. This application must be completed and submitted in ink or typewritten and submitted together with one original survey or site plan (see item two, below), two complete sets of plans drawn to a uniform scale and specifications which shall include pertinent information fully and adequately describing the work proposed, including plumbing, heating, electrical and all other building components or systems. Check or payment is required to be submitted with the application. Email or call ahead – you will be notified of the fee amount. Incomplete submittals will be rejected by the Code Enforcement Officer. Any permit application including any modification to an existing sanitary system or a new sanitary system must also include the approval of the Suffolk County Department of Health Services or the approval of the East Hampton Town Scavenger Waste Management program.
2. It is expressly noted herein that applications submitted with a detailed site plan in lieu of an original survey by a licensed surveyor may be processed – provided that they include all of the information required by the Code of the Incorporated Village of East Hampton, The Codes of New York State and all other laws governing building construction and safety. For all applications involving swimming pools, please refer to item numbered three, below. No Certificate of Occupancy will be issued by this office without the submittal of an original survey by a duly licensed land surveyor indicating all improvements to the property (including all those below grade – sanitary systems and drywells / drainage structures), all utilities, lot area calculation, lot coverage calculation, gross floor area calculation, accessory building gross floor calculation, demarcation of any areas affected by covenant, restriction or easement and such elevation information as needed to illustrate compliance with local height regulations in full compliance with applicable New York State Education Law. Properties in any designated Coastal Erosion Hazard Area, Flood Zone, Freshwater Wetlands, Historic District or those properties put to commercial uses or subject to additional requirements under local zoning will be required to include specific information relative and unique to the property and condition(s) such as flood zones, lowest floor elevation certification (pursuant to both local law and Federal Emergency Management Agency regulations), local historic district, and all other information required at the discretion of the Code Enforcement Official (please refer to the attached memo dated 5/11/2010).

Memo to All Licensed Professionals Regarding Requirements for Site Plans & Surveys

Recent changes to Village Code, the FEMA Maps and the practices of this department compel us to now require that all surveys be current (i.e., within one calendar year of the date of application/submittal) and that the following information to appear on each and every survey or site plan submitted to this office:

- 1. Lot Area (in both acreage and square feet)**
- 2. The permitted Building Envelope**
- 3. Lot Coverage**
- 4. Gross Floor Area Calculation (which may be noted as taken or provided by another licensed design professional)**
- 5. Gross Floor Area Calculation for each and all detached accessory structures (which may be noted as taken or provided by another licensed design professional)**
- 6. All drainage structures (i.e., drywells & sanitary systems)**
- 7. All parking areas (pervious, impervious or available [for residential properties, if not actually improved])**
- 8. Any fence, retaining wall, pool enclosure system, areaways, air conditioning condensers, generators, pool equipment/pool equipment enclosures and the like, as they all constitute a structure as defined in our code**
- 9. Maximum and Actual Heights for both primary and accessory structures**
- 10. For any parcel in any approved subdivision (minor or major), any easement or restriction whatsoever**
- 11. For any parcel using alternative set back relief, the complete calculations of same (which may be done on a separate drawing for the sake of clarity) – please note that the calculations for flag lots have changed, specifically that the calculation now excludes the lot area in any strip of land with a width of 30 feet or less affording street access to a lot. It is important to note that the flag strip is still used for purposes of calculating maximum lot coverage as well as maximum gross floor areas (principal and accessory).**
- 12. Any wetland flagging (current to within one year from date of survey/application/submittal), 20 foot contour line or Coastal Erosion Hazard Area line if/as applicable.**
- 13. All elevation information should be provided and noted as using the North American Vertical Data of 1988 (NAVD 1988). Converted information may be accepted but must be clearly distinguished as such.**
- 14. All surveys and site plans should indicate the flood zone and the FIRM Panel used to determine the Zone. Surveys or site plans for properties with identified special flood hazard areas (SFHA) or otherwise protected areas (OPA) should provide all of the relevant information required for compliance confirmation.**

We will also be more diligent in requiring elevation certificates (FEMA Form 81-31, last revised 2/2006) for all properties located in flood insurance Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, and AR/AO. Your anticipated cooperation in this regard is appreciated. Please do not hesitate to contact us should you have any question, comment or concern.

**Kenneth E. Collum
Code Enforcement Officer**

**Daniel A. Reichl
Code Enforcement Officer**

3. **Applications involving swimming pools must indicate the following information:**
 - a. The location of the proposed pool.
 - b. The location of the proposed pool shall be staked by the Surveyor.**
 - c. The location of any overhead or buried electrical wires or service.
 - d. The location of the pool drywell (must be capable of completely draining the pool with twelve hours).
 - e. The location of the pool equipment.
 - f. The proposed enclosure of the pool equipment as is required by Village Code.
 - g. The location of the pool enclosure system, including all fencing, the location of any gates and a notation indicating how any doors in the house are to be addressed if the house is used as part of the enclosure.
 - h. A pool “side cut” or structure detail plan of the pool construction is required and must be signed and stamped by design professional
 - i. Pool Contractor must have Suffolk County Home Improvement License with H26 Certification
4. **This permit must be approved and issued before beginning the work.**
5. The Building Permit placard **must be posted on the property so that it is readily visible from the street.** This Building Permit application and the most current set of building plans, as approved, must be kept on the premises until the completion of the work authorized by such permit. No change to the work may commence without the review and approval of the Code Enforcement Officer, and any change must be submitted to the office of Building and Zoning in writing and or drawing form unless otherwise authorized by the Code Enforcement Officer.
6. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been granted, certifying that such building conforms substantially to the approved plans and specifications submitted with the building permit application and the requirements of the ordinances applying to buildings of its class and kind unless otherwise authorized by the Code Enforcement Officer. A “Request for Certificate of Occupancy Form” is available from Village Hall or the Village website and requires a fee of \$150.00.
7. No Certificate of Occupancy will be issued until a certificate of approval is obtained from one of the approved and duly authorized electrical inspection agencies and a copy of same approval is provided to the Code Enforcement Officer. The following electrical inspection agencies have been duly approved by the Village pursuant to §130 of Village Code:

<p>Electrical Inspectors, Inc. 308 East Meadow Avenue, East Meadow, NY 11554 Phone 516-794-0400 / 800-794-1468, Fax 516-794-5854</p> <p>Long Island Electrical Inspection Service, Inc. 670 Middle Country Road, St. James, NY 11780 Phone 631-265-3075, Fax 631-265-6057</p> <p>Certified Electrical Inspections, Inc. 450 Sag Harbor Tpke., East Hampton, NY 11937 Phone 631-598-5610/ 888-238-1338, Fax 631-598-0541</p> <p>Long Island Electrical Inspectors, Inc. 21 Third Avenue, Bay Shore, NY 11706 Phone 631-581-8697, Fax 631-665-0087</p>	<p>Electrical Inspection Service, Inc. 375 Dunton Avenue, East Patchogue, NY 11772 Phone 631-286-6642, Fax 631-286-6683</p> <p>Suffolk Bureau of Electrical Inspectors, Inc. 40 Nottingham Drive, Middle Island, NY 11953 Phone 631-495-8136, Fax 631-980-6455</p> <p>East End Inspection Agency, LLC P.O. Box 35, East Quogue, NY 11942 Phone 631-594-2272, Fax 631-594-2598</p>
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8. No Building Permit will be issued until written approval is obtained from the authority or agency having jurisdiction over the sanitary system and a copy of same approval is provided to the Code Enforcement Officer.
9. No obstruction or placement of any structure (including sprinkler systems) or landscaping is permitted on the public right of way, and any and all damage to any public right of way must be restored prior to the issuance of a certificate of occupancy.
10. **§250-17 Injuring or removing street trees along the Village right-a-way.** When the Building Department Requires the Protection of Village Street Trees, the Property owner or Agent Shall fence the tree with Snow fencing to stop vehicles from parking on the tree roots. **§250-22 Parking along Grassed shoulders and right-a-way Shall apply.**

11. **§250-23 All new driveways Shall have a road opening permit from the Department of Public Works before a Building permit will be issued.** A Certificate of Occupancy will not be issued until the new driveway meets the requirements of the road opening permit and is signed off by the Superintendent of Public Works.
12. You are permitted **one** sign which must be one sided, **not exceed 18” x 18” in area, be placed only parallel to the street and shall not be more than 3 feet in height**, including posts, announcing or listing the builders, contractors, design professionals, landscapers, subcontractors and material suppliers working on the lot. The sign **must be installed entirely on private property**. If located in any designated historic district, the approval of the Village Design Review Board is required prior to installation. The sign must be removed before a Certificate of Occupancy will be issued.
13. On-site parking, as required by the Code of The Village of East Hampton, must be indicated on any site plan or survey submitted with a building permit application. Every lot used for a residential use shall provide on-site parking for a minimum of two vehicles. Lots used for commercial uses are regulated by §278-6. (Parking Requirements) of the Code of the Village of East Hampton.
14. The form indicating use of Truss type construction (TT), Pre-engineered wood construction (PW) or Timber construction (TC) must accompany this application and all requirements must be met prior to issuance of a Certificate of Occupancy. (Form included as the last page of this application).
15. An asbestos survey is required for all renovations, remodeling, repair and/or demolition of all structures built prior to 1974. For further information and updates, please see the NYS website at : www.labor.ny.gov
16. Projects that include the installation of a generator must have proper signage installed prior to the issuance of a Certificate of Occupancy
17. Provide total area of project disturbance on the lot in square feet.....

A. Name of Property Owner:

Mailing address:

.....

Telephone:

Email: Mobile Telephone:

- B. This application may be made by any person authorized by the Owner to act on his/her behalf, provided a signed notarized **Letter of Authorization** from the owner is provided. (NOTE: If property is held in a Trust/LLC a copy of the documents formulating the Trust/LLC indicating managing authority must be provided) Please indicate your relationship to the proposed work (i.e., architect, builder, engineer, design professional, etc.)

Name of Applicant

Relationship:

Mailing Address:

.....

Telephone:

Email: Mobile Telephone:

C. Name of Architect:

New York State License #:

Mailing Address:

Telephone:

Email: Mobile Telephone:

D. Name of Engineer.....

New York State License #.....

Mailing Address.....

Telephone:

Email: Mobile Telephone:

E. Describe in detail the work proposed:

.....
.....
.....
.....
.....

F. Estimated cost of work proposed: \$.....
(Code Enforcement Officer may request affidavit of final construction cost at the end of the project)

G. Suffolk County Tax Map Number.....

Street Address:.....

H. Is the property in a designated Historic District? No Yes

If yes, please indicate: Main Street Hook Hunting Lane Ocean Avenue State/National Register

NOTE: Design Review Board review required for all properties in Historic Districts

I. For what purpose is the proposed structure to be used:.....

.....

J. Lot area in square feet:.....

K. Gross Floor Area of primary structure.....

L. Area of all structures (excluding residential driveways, fences and postman’s walk) on the lot at ground level in square feet.....

M. Area of all detached accessory buildings on the lot.....

N. Name of Contractor:
East Hampton Town Home Improvement License #:
Contact:
Mailing Address:.....
Telephone:
email: Mobile Telephone:

O. Name of Electrician:.....
East Hampton Town Home Improvement License #:
Contact:.....
Mailing Address:.....
Telephone:
Email: Mobile Telephone:

P. Name of Plumber:
Suffolk County License #:
Contact:.....
Mailing Address:.....
Telephone:
Email: Mobile Telephone:

Q. Name of HVAC Contractor:.....
Suffolk County License #:
Contact:.....
Mailing Address:.....
Telephone:
Email: Mobile Telephone:

R. Name of Mason:.....
Suffolk County License #:
Contact:.....
Mailing Address:.....
Telephone:
Email: Mobile Telephone:

S. Name of Pool Contractor:
 Suffolk County License #
 Contact:.....
 Mailing Address:.....
 Telephone:.....
 Email:..... Mobile Telephone:.....

T. Note: The General Contractor for the work must provide Worker’s Compensation and Public Liability Insurances as provided for by law and must maintain said policies during the entire course of construction under this building permit and any renewals thereof.
 Homeowners acting as their own General Contractors for the work governed by this building permit are required by New York State law to provide proof of compliance with the Worker’s Compensation Law by completing form BP-1 (3/99) and submitting it with this building permit application. This exemption may only be used for Owner-Occupied 1, 2, 3 or 4 Family residences (including condominiums and townhouses).

U. Total height of new or altered principal structure, measured from average natural grade to the highest point of the roof beams:

V. Total height of new or existing/altered detached accessory structures, measured from average natural grade to the highest point of the roof beams (may not exceed 14 feet for any structure other than a garage, which may not exceed 16/18/20 feet) – list each and all:

W. Is this a multiple residence? No Yes Existing Proposed

X. Is this a mixed occupancy? No Yes Existing Proposed

Y. Additional Information – required for any fireplace (traditional, pre-fabricated or decorative heating appliances):
For masonry fireplaces:
 Name of Mason:
 East Hampton Town Home Improvement License #:
 Contact:.....
 Mailing Address:.....
 Telephone: Facsimile:
 Email: Mobile Telephone:

For all pre-fabricated fireplaces (including decorative heating appliances):

Make and Model of Fireplace or Appliance:
.....

Name of Installer:

East Hampton Town Home Improvement License #:

Contact:.....

Mailing Address:.....

Telephone: Facsimile:

Email: Mobile Telephone:

Note that any such installation will require additional inspections as follows:

For masonry fireplaces: An inspection of the firebox and damper assembly and an inspection of the chimney before it is capped.

For all pre-fabricated fireplaces (including decorative heating appliances): An inspection of the fireplace or appliance and the chimney assembly when installed and prior to the closing of the chase or cavity.

IT IS UNDERSTOOD as follows:

1. Work will not be commenced until the permit is issued.
2. All work will be carried out in compliance with the plans and specifications approved. Any change to the work will be submitted in writing and or plan form for review and approval by the Code Enforcement Officer before commencing.
3. All work will conform to all applicable provisions of the Code of the Incorporated Village of East Hampton, The Codes of New York State and all other laws governing building construction and safety.
4. The structure will not be used or occupied until a certificate of occupancy is issued.
5. The Code Enforcement Officer(s) of the Village of East Hampton is hereby authorized to come onto the premises herein described during the course of construction and thereafter to ascertain compliance with the Code of the Incorporated Village of East Hampton, The Codes of New York State and all other laws governing building construction and safety.
6. It is the responsibility of the permit holder to have the work inspected as required by law. Reasonable notice is required so that inspections can be scheduled. Inspection requests can be made by phone (631-324-4150), or by email at
7. (**lbeyer@easthamptonvillage.org, khowie@easthamptonvillage.org, dreichl@easthamptonvillage.org, or kcollum@easthamptonvillage.org**), and must at least indicate the Building Permit number, the name of the person making the request and the inspection needed – it is not necessary to speak with the Code Enforcement Officer to schedule an inspection. The following inspections are required:

- Rebar -Footing
- Rebar- Foundation
- Foundation damp-proofing/Insulation
- Framing
- Strapping
- Roof and Wall Sheathing Fasteners (before application of vapor barrier)

Ice and Water Shield Installation (before application of roofing)
Plumbing-Underground
Plumbing-Supply/Vent
Insulation
Final

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

I, _____, being duly sworn, do hereby depose, certify and state that I am the owner or a duly authorized agent for the owner of the property described herein, am duly authorized to make and file this application, am duly authorized to perform the work proposed herein, and, by affixing my signature below, do further hereby certify and attest that I have read and understood the notices contained in this application and agree to abide thereby, that all of the information and statements contained in this application are true to the best of my knowledge and belief, and that the work will be performed only as described and in full compliance with all applicable law, rule and regulation.

I make this an application to the Code Enforcement Official of the Incorporated Village of East Hampton for a building permit in accordance with the duties and powers conferred upon said officer by the Code of the Incorporated Village of East Hampton. Application is hereby made for a building permit in accordance with the above information and with the plans and specifications submitted herewith and made a part hereof.

This information is based upon personal knowledge, information and belief. False statements made herein are punishable as a Class "A" Misdemeanor pursuant to section 210.45 of the N.Y.S. Penal Law.

Dated:..... 20..... ..

Sworn to before me this _____ Owner or Architect, Builder or Other Authorized Agent

Day of _____, 20_____

(Notary Public)

Revised 02/03/2015

**NOTICE OF UTILIZATION OF TRUSS TYPE CONTRUCTION, PRE-ENGINEERED
WOOD CONTRUCTION AND/OR TIMBER CONSTRUCTION**

To: The Incorporated Village of East Hampton Department of Building and Zoning.

DATE:

Property Owner:

Property Address:

Tax Map Number:

Please take note that the **(Check Applicable Line)**:

New Residential Structure

Addition to Existing Residential Structure

Rehabilitation to Existing Residential Structure

To be constructed or performed at the above listed property will use **(Check Each Applicable Line)**:

Truss Type Construction (TT)

Pre-engineered Wood Construction (PW)

Timber Construction (TC)

In the following location(s) **(Check Applicable Line)**

Floor Framing, including Girders and Beams (F)

Roof Framing (F)

Floor Framing and Roof Framing (FR)

Print Name of Person Signing Form:

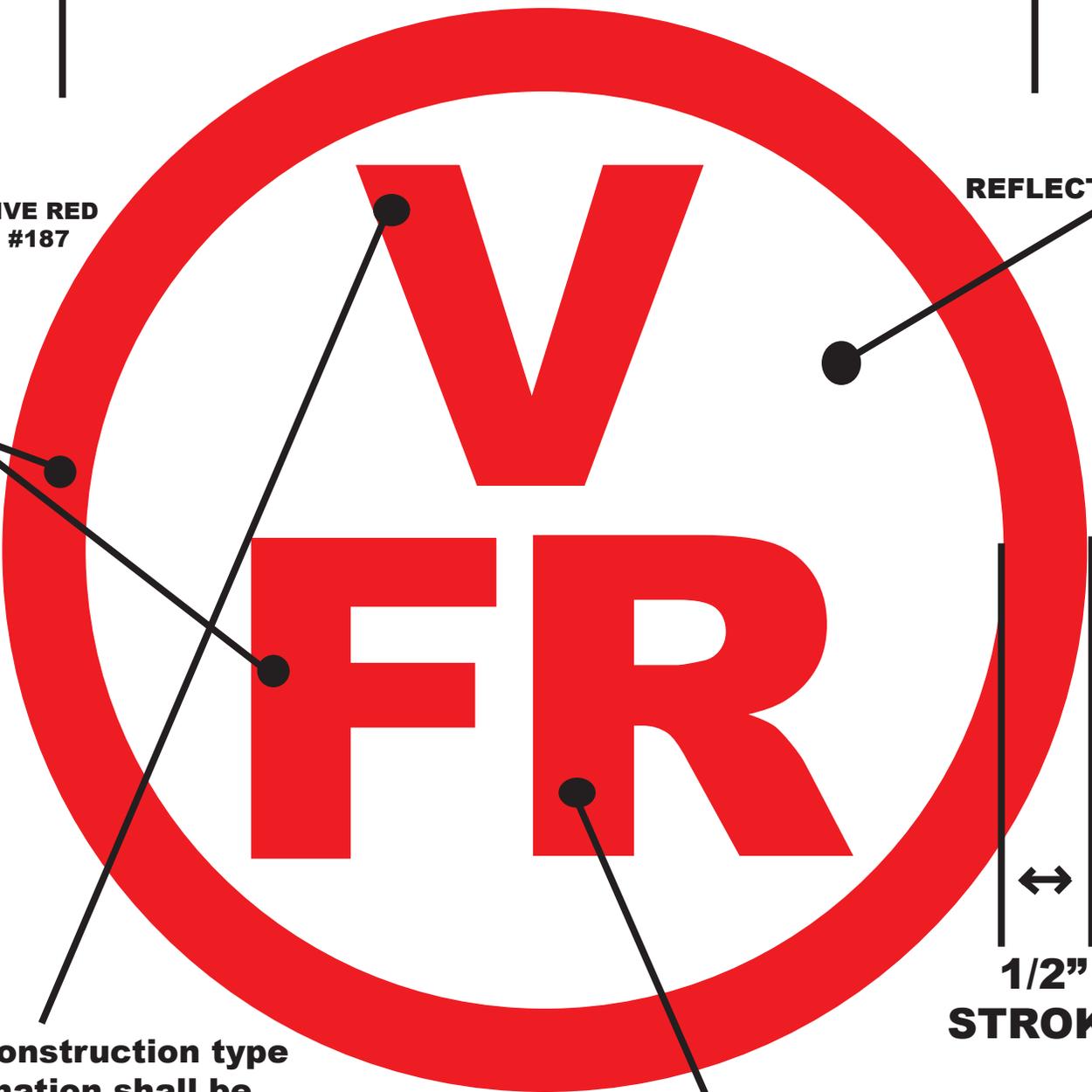
Relationship to Owner:

Notarized Signature:

← 6" DIAMETER →

REFLECTIVE RED
PANTONE #187

REFLECTIVE WHITE



1/2"
STROKE

The construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS

DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS TYPE CONSTRUCTION

"F"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING

