

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: A-.....

Conditions: [ ] Per Permit Application Review Summary (P.A.R.S.) Form dated ..... only.  
 [ ] Other: .....  
 .....  
 This permit expires on ..... and may be renewed for 6 months at a cost of ..... or 1 year at a cost of .....  
 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 duplicate (only clear and legible copies will be accepted) 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. No check or payment is required to be submitted with the application – you will be notified of the fee amount and be required to make payment in order to obtain your building permit. Incomplete submittals may be summarily rejected at the discretion of 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 5/21/2010).

3. Applications involving swimming pools must indicate the following information:
  - a. The location of the proposed pool.
  - b. The location of any overhead or buried electrical wires or service.
  - c. The location of the pool drywell (must be capable of completely draining the pool with twelve hours).
  - d. The location of the pool equipment.
  - e. The proposed enclosure of the pool equipment as is required by Village Code.
  - f. 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.
  - g. A pool “side cut” or structure detail plan of the pool construction is required.
4. This permit must be received before beginning the work unless otherwise specifically authorized by the Code Enforcement Officer.
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 shall have been applied for in writing and granted certifying that such building conforms substantially to the approved plans and specifications submitted with this 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.
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 agency 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:

Electrical Inspectors, Inc.  
 308 East Meadow Avenue, East Meadow, NY 11554  
 Phone 516-794-0400 / 800-794-1468, Fax 516-794-5854

Electrical Inspection Service, Inc.  
 375 Dunton Avenue, East Patchogue, NY 11772  
 Phone 631-286-6642, Fax 631-286-6683

Long Island Electrical Inspection Service, Inc.  
 670 Middle Country Road, St. James, NY 11780  
 Phone 631-265-3075, Fax 631-265-6057

Suffolk Bureau of Electrical Inspectors, Inc.  
 40 Nottingham Drive, Middle Island, NY 11953  
 Phone 631-495-8136, Fax 631-980-6455

Certified Electrical Inspections, Inc.  
 58 Park Place, Suite B, East Hampton, NY 11937  
 Phone 631-598-5610/ 888-238-1338, Fax 631-598-0541

East End Inspection Agency, LLC  
 P.O. Box 35, East Quogue, NY 11942  
 Phone 631-594-2272, Fax 631-594-2598

Long Island Electrical Inspectors, Inc.  
 21 Third Avenue, Bay Shore, NY 11706  
 Phone 631-581-8697, Fax 631-665-0087

8. No Certificate of Occupancy will be issued until a certificate of 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. This application does not - and shall not be construed to – alleviate any responsibilities for compliance with or satisfaction of any requirements of any other agency, authority or similar entity having jurisdiction. Such permission, permit or similar approval is known to exist, pending, or in effect is expressly noted herein as the sole responsibility of the Owner. Similarly, this permit application or the issuance of a building permit can not and shall not be construed to supersede or mitigate in any fashion whatsoever any other Permits issued or pending by other Authorities having jurisdiction nor any terms, conditions or similar restrictions contained therein.
10. Property Owners are advised that ADA (the Americans with Disabilities Act) Compliance is required for all projects that involve public accommodations with specifically limited exemptions. The ADA is not applicable to single-family residential construction.

11. It is the responsibility of the applicant and all agents, subcontractors, workers or other persons or entities employed by or similarly associated with the work governed by this building permit to be entirely familiar with and compliant with the Code of the Incorporated Village of East Hampton, which includes The Codes of New York State. Complete Village Code Books as well as Land Use & Zoning booklets are available for purchase at Village Hall. The code of the Village may also be accessed on the Internet at [www.generalcode.com](http://www.generalcode.com). Additional information can also be found on the Village web page, [www.easthamptonvillage.org](http://www.easthamptonvillage.org). For information on obtaining a copy of The Codes of New York State, please contact Village Hall.
12. This application does not - and shall not be construed to – alleviate any responsibilities for compliance with any parking rules of the Incorporated Village of East Hampton. These local laws are posted and administered by the Village Police Department.
13. This application does not - and shall not be construed to – alleviate any responsibilities for compliance with any rules or local law of the Incorporated Village of East Hampton regarding Streets and Sidewalks. These local laws are administered by the Superintendent of Public Works, the Village Police Department and the Code Enforcement Department. 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.
14. This application does not - and shall not be construed to – alleviate any responsibilities for compliance with any rules or local law of the Incorporated Village of East Hampton regarding signage. These local laws are administered by the Village Police Department and the Code Enforcement Department. You are permitted one sign which may be one or two sided but may not exceed 7 square feet in area on each side and shall not be more than 4 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 – consult the property survey before installing any sign. 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.
15. The installation of carbon monoxide detection devices and the certification of such installation may be required by the Executive Law of New York State (for all one and two family dwellings and any dwelling accommodation located in a building owned as a condominium or cooperative, constructed or offered for sale) or the Suffolk County Health Code.
16. 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.

A. Name of Property Owner: .....

Mailing Address: .....

.....

Telephone: ..... Facsimile: .....

Email: ..... Mobile Telephone: .....

B. This application may be made by any person authorized by the Owner to act on his/her behalf. Please indicate your relationship to the proposed work (i.e., architect, builder, engineer, design professional, etc.)

Name of Applicant: .....

Relationship: .....

Mailing Address: .....

.....

Telephone: ..... Facsimile: .....

Email: ..... Mobile Telephone: .....

C. Name of Architect: .....

New York State License #: .....

Mailing Address: .....

Telephone: ..... Facsimile: .....

Email: ..... Mobile Telephone: .....

D. Name of Engineer: .....

New York State License #: .....

Mailing Address: .....

Telephone: ..... Facsimile: .....

Email: ..... Mobile Telephone: .....

E. Briefly describe the work proposed (i.e., new construction, alteration, etc.):

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F. Estimated cost of work proposed: \$.....

G. In what zoning district is the property located?

Residential R-20       Residential R-40       Residential R-80       Residential R-160

Core Commercial       Commercial       Manufacturing       Limited Office

H. Suffolk County Tax Map Number:.....

Street Address:.....

I. Is the property in a designated Historic District or listed on the State/National Historic Register?     No     Yes

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

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

.....

K. Lot area in square feet:.....

L. Gross Floor Area of primary structure (Gross floor area is the area in square feet of the ground or first floor level of any building or structure, part thereof or addition thereto, plus the area of any other level or story of the same building or structure, as measured from the outside walls, but excluding cellars, attics or spaces with ceilings of less than five feet) – (may not exceed 10% of lot area + 1,000 square feet ): .....

.....

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M. Area of all structures (only residential driveways and fences are excluded) on the lot at ground level in square feet.....

N. Area of all detached accessory buildings on the lot, measured from the outside walls, in square feet – list each and all separately and in total (total may not exceed 2% of lot area + 200 square feet ):.....

Total: .....

O. Name of Contractor: .....

East Hampton Town Home Improvement License #: .....

Primary Contact: .....

Project Supervisor: .....

Mailing Address: .....

Telephone: ..... Facsimile: .....

Email: ..... Mobile Telephone: .....

P. Name of Mason: .....

East Hampton Town Home Improvement License #: .....

Primary Contact: .....

Project Supervisor: .....

Mailing Address: .....

Telephone: ..... Facsimile: .....

Email: ..... Mobile Telephone: .....

Q. Name of Plumber: .....

Suffolk County License #: .....

Primary Contact: .....

Project Supervisor: .....

Mailing Address: .....

Telephone: ..... Facsimile: .....

Email: ..... Mobile Telephone: .....

R. Name of HVAC Contractor: .....  
Suffolk County License #: .....  
Primary Contact: .....  
Project Supervisor: .....  
Mailing Address: .....  
.....  
Telephone: ..... Facsimile: .....  
Email: ..... Mobile Telephone: .....

S. Name of Electrician: .....  
Suffolk County License #: .....  
Primary Contact: .....  
Project Supervisor: .....  
Mailing Address: .....  
.....  
Telephone: ..... Facsimile: .....  
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. This building permit shall be immediately null and void upon termination of any required insurance for any reason.

Compensation Insurance Carrier: .....  
Policy Number: ..... Expiration Date: .....  
Public Liability Insurance Carrier: .....  
Policy Number: ..... Expiration Date: .....

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 24 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 #: .....

Primary 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 #: .....

Primary 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. The work will not be commenced until the permit is issued unless otherwise authorized.
2. The 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 unless otherwise authorized.
3. The work will conform with 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. Said structure will not be used or occupied until authorized or 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 without a search warrant 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), facsimile (631-324-4189) or email ([lbeyer@easthamptonvillage.org](mailto:lbeyer@easthamptonvillage.org), [dreichl@easthamptonvillage.org](mailto:dreichl@easthamptonvillage.org) or [tlawrence@easthamptonvillage.org](mailto:tlawrence@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:
  - i. Footing / Foundation
  - ii. Framing
  - iii. Roof and Wall Sheathing Fasteners (before application of vapor barrier)
  - iv. Ice Shield Installation (before application of roofing)
  - v. Plumbing / Heating
  - vi. Insulation
  - vii. Gypsum Panel (Wallboard) Fasteners (before first coat of spackle or scratch coat)
  - viii. 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 5/21/2010*