

# Village of Greenport Building Department

236 Third Street, Greenport, New York, 11944

(631) 477-0248 Ext. 201

[www.villageofgreenport.org](http://www.villageofgreenport.org)

## BUILDING PERMIT APPLICATION

1. Application for Building Permit (3 pages – signed, dated and notarized).
2. Inspection & Certificate of Occupancy Acknowledgment Information Sheet (2 pages – signed, dated and notarized).
3. Three (3) sets of plans prepared and signed by a licensed design professional (1/4" scale). Please also email one (1) digital version.
4. Three (3) surveys prepared by a licensed surveyor showing the proposed project dated not less than one (1) year prior to the date of submission of the application. Where the survey is more than one (1) year old and the survey reflects current site conditions, an applicant may submit an affidavit stating that there have been no buildings, structures or other improvements to the property not reflected on the survey. Provide one survey with Health Department Approval when required, showing location of the project and existing and/or proposed sanitary facilities on premises.
5. REScheck, COMMcheck, or equivalent. If an addition of less than 500 sq. feet, an insulation chart as per RCNYS is required.
6. Owner/Applicant must submit completed Asbestos Certification Form (FORM-AC1).
7. Owner/Applicant must submit a completed Stormwater Management Worksheet (FORM-SWP1).
8. All projects involving sewer tapping must follow the regulations & procedures listed on the Village of Greenport Sewer Tapping Form (FORM-ST1).
9. If FEMA Floodplain regulations apply, the Owner/Applicant must submit completed FEMA related requirements & information.
10. If Chapter 139 applies, the applicant must submit a coastal assessment form and all documents and submissions necessary for Chapter 139 review.
11. If Chapter 142 applies, the Owner/applicant must submit wetlands permit information as required under Chapter 142.
- 12.. Single and separate title search for nonconforming lots.
13. All contractors (General, Electrical and Plumbing) MUST PROVIDE: Copy of Suffolk County/Southold Town Contractors or Tradesman License, three (3) Proofs of Insurance; Liability (Certificate of Insurance), Workers' Compensation (C105.2 form), & Disability (DB 120.1 form). Forms shall show the property owner and property location and list the **Village of Greenport as the additional insured/contract holder**. We will notify you when the permit is ready at which point these items must be submitted and reviewed before the permit is issued.

**PLEASE NOTE:** Applicants will be notified upon review of the application. The initial Building Permit Review Letter may request any additional information and/or documents. The processing of an application begins following receipt of all applicable forms, documents and information. Proof of approvals from other agencies & statutory boards having jurisdiction may be applicable (i.e. the New York State Department of Environmental Conservation, Suffolk County Department of Health, Village of Greenport Zoning Board of Appeals, Village of Greenport Planning Board, Village of Greenport Historic Preservation Commission, Village of Greenport Board of Trustees).

**THESE ARE THE REQUIREMENTS TO OBTAIN A BUILDING PERMIT. THIS FORM SUPERCEDES ALL PREVIOUS VERSIONS.**



# APPLICATION FOR BUILDING PERMIT

236 Third Street, Greenport, New York, 11944

(631) 477-0248 Ext. 212

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Date of Application \_\_\_\_\_

All information below is to be filled out by the applicant. A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK. This completed application is to be accompanied by building plans drawn to scale in triplicate; showing elevations, setbacks, floor plans, room dimensions, fire protection information, run and size of joists, rafters, girders, details of footings and foundation, schematic of plumbing and electrical layouts and grade and species of lumber and quality of material, where applicable.

## THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY)

\_\_\_\_\_  
First Name                      Last Name                      Business Name, if applicable

\_\_\_\_\_  
Mailing Address                      City, Town, Village                      State                      Zip

\_\_\_\_\_  
Phone Contact                      E-Mail Address                      Fax #

## CONTACT PERSON (if different from owner)

*The person to receive all correspondence including permit and associated certificate:*

\_\_\_\_\_  
First Name                      Last Name                      Business Name, if applicable

\_\_\_\_\_  
Mailing Address                      City, Town, Village                      State                      Zip

\_\_\_\_\_  
Phone Contact                      E-Mail Address                      Fax #

*IF ANYONE OTHER THAN THE OWNER COMPLETES THIS APPLICATION, WRITTEN CONSENT FROM THE OWNER MUST BE SUBMITTED WITH THIS APPLICATION.*

## Location of work site:

Suffolk County Tax Map Number: 1001 Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot \_\_\_\_\_

Street Address: \_\_\_\_\_ Greenport, New York, 11944

Zoning District:  WC  R1  R2  PD  CR  CG

Is property located within the Historic District?  Yes  No

The proposed work involves: (CHECK ALL THAT APPLY)

- |   |   |
|---|---|
| <input type="checkbox"/> Residential - Estimated cost of proposed construction \$ _____                       | <input type="checkbox"/> Deck                               |
| <input type="checkbox"/> Commercial - Estimated cost of proposed construction \$ _____                        | <input type="checkbox"/> _____ Car Attached/Detached Garage |
| <input type="checkbox"/> Single Family Residence  | <input type="checkbox"/> New Commercial Structure           |
| <input type="checkbox"/> Manufactured/Modular Home  | <input type="checkbox"/> Bulkhead/ Dock                     |
| <input type="checkbox"/> Excavation: Land clearing: approx _____ cu.yds. removed                              | <input type="checkbox"/> Demolition                         |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Agricultural Worker Housing        |
| <input type="checkbox"/> Alteration   | <input type="checkbox"/> Condominium                        |
| <input type="checkbox"/> Accessory Structure  | <input type="checkbox"/> Use Permit _____                   |
| <input type="checkbox"/> Swimming Pool  | <input type="checkbox"/> Miscellaneous _____                |
| Pool Specifications (if applicable)   |   |
| <input type="checkbox"/> In ground <input type="checkbox"/> Above ground <input type="checkbox"/> Hot tub/spa | <input type="checkbox"/> Heater _____<br>Electric/Gas       |

Please describe in detail the project and/or special conditions:

<b>Electrician:</b> _____				<b>License No.</b> _____			
Mailing Address		City, Town, Village		State		Zip	
<b>Plumber:</b> _____				<b>License No.</b> _____			
Mailing Address		City, Town, Village		State		Zip	
<b>Contractor:</b> _____				<b>License No.</b> _____			
Mailing Address		City, Town, Village		State		Zip	

# AFFIDAVIT

Village of Greenport )  
Town of Southold )  
County of Suffolk ) ss  
State of New York )

I swear that to the best of my knowledge and belief that the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the Building Code, Zoning Code, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work and inspections are authorized by the owner. The Village of Greenport is hereby granted permission to enter the property listed as the "Location of Work Site" for the purposes of inspecting my property until this permit has been legally closed. I understand that this permit will be issued and accepted on condition that the provisions of Federal, State and Local rules and regulations, and any additional requirements of this Building Permit Application are complied with. Any violation of all applicable codes, or deviations from the approved plans may result in the immediate revocation of this Permit & legal action taken against me. No responsibility rests upon the Village of Greenport, Code Enforcement, the Fire Marshal or the Fire Department by reason of this application and permit.

Sworn to be before this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_

Signature \_\_\_\_\_  
Owner or Applicant

\_\_\_\_\_  
Notary Public, Suffolk County, New York

## FOR OFFICIAL USE ONLY:

Date Application Received: \_\_\_\_\_ Date Application Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Permit Will Require: [ ] Zoning [ ] Planning [ ] HPC [ ] Village Board [ ] No Board Approval Required

\*Notice of Disapproval Sent Out On: \_\_\_\_\_

Initial Building Permit Review Letter Sent Out On: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Date Requested Documents/Fee Received: \_\_\_\_\_ Receipt No. \_\_\_\_\_

\* = If Needed

## **INSPECTION & CERTIFICATE OF OCCUPANCY INFORMATION SHEET (1/2)**

Inspections must be made by the building department within four (4) months of the issuance of a building permit.

**It is the responsibility of the applicant, owner, or contractor to request inspections from the Building Department.**

**\*IF CONSTRUCTION/WORK DOES NOT START WITHIN ONE HUNDRED & EIGHTY (180) DAYS FROM THE DATE THE PERMIT WAS ISSUED, THE PERMIT SHALL BE DEEMED VOID.**

Construction must be completed, and certificate of occupancy must be obtained within twelve (12) months, or the permit may need to be renewed.

### **The following inspections are required, based on the scope of work performed:**

- Foundation 1<sup>st</sup>
- Foundation 2<sup>nd</sup> (Footing for decks, patios, swimming pools, spas, etc.)
- Framing
- Strapping
- Rough Plumbing
- Insulation
- Final

Site features may need additional inspections; i.e. drywells, grading, grade stabilization, etc.

**After all of the required inspections are completed, a Certificate of Occupancy must be issued prior to occupying the subject building(s).**

A separate application for a Certificate of Occupancy/Compliance must be completed.  
(FORM-CO1)

### **The following documents are required to be submitted after all of the work is complete:**

- Final Survey (prepared by a NYS Licensed Surveyor) when applicable
- Electrical Certificate of Compliance (Electrical Underwriters Certificate)
- Suffolk County Health Department Approval (if required and/or necessary)
- Plumbers Affidavit (if required and/or necessary)
- Certification of architect or engineer (if required and/or necessary)

### **The following applies to all new construction:**

No building may be used or occupied in whole or in part, until a Certificate of Occupancy shall have been issued by the Code Official.

### **The following applies to all additions, alterations, etc.:**

No building enlarged, extended or altered, or upon which work has been performed, which required a building permit, shall be occupied or used more than thirty (30) days after completion, unless a Certificate of Occupancy shall have been issued by the Code Official.

**INSPECTION & CERTIFICATE OF OCCUPANCY INFORMATION SHEET (2/2)**

- All debris created by land clearing and during construction must be removed from the property.
- No debris is to be used in backfill of footings and foundation. Debris are NOT permitted to be buried.
- The owner/contractor is responsible for all drainage and flooding issues. The owner/contractor is responsible for runoff water & erosion containment during construction.
- The Building Permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.
- A set of approved plans must always be kept on the jobsite during construction.

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I have read and understand all the rules, regulations, and requirements associated with this application for a building permit.

Furthermore, I understand that the applicant, or an authorized agent of the applicant, is responsible for scheduling all required inspections.

Sworn to be before this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_

Signature \_\_\_\_\_  
Owner or Applicant

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Notary Public, Suffolk County, New York