

Department of Land Management  
 Building and Zoning Division  
 116 HAMPTON ROAD  
 SOUTHAMPTON, NY 11968

Phone: (631) 287-5700  
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# TOWN OF SOUTHAMPTON



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 TOWN SUPERVISOR  
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JANICE SCHERER  
 TOWN PLANNING AND  
 DEVELOPMENT ADMINISTRATOR

ARTHUR GERHAUSER  
 ACTING CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE	DATE
_____	_____

## COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST ACCESSORY STRUCTURES

(Accessory Buildings, Trellis, Pergola, Deck, Porch, Gazebo, Screened Porch, Outdoor Shower w/ Enclosure, Outdoor Kitchen, Tennis Court, Fencing above 4ft, Garage, Pool House, Storage Sheds, etc.)

Applications and forms must be completed and signed in their entirety.

**Incomplete applications will not be accepted.**

**\*\*Note: Please be advised additional documentation may be required by the Building Division\*\***

### ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:

- 5 copies of survey prepared by a licensed surveyor, illustrating Proposed construction
- 3 sets of plans prepared by a licensed professional illustrating compliance with NYS building and Fire
  - When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
- [Building Permit Application](#) (original)
- Planning Board approval (approved site plan with Planning Board Resolution)
- 1 copy of principal structure certificate of occupancy (can be obtained for a fee from the Building Division)
- Workman's compensation
  - Applicable Forms: C 105.2, U26.3, CE 200. **ACORD FORM NOT ACCEPTED**
- Completed [Open Government Disclosure Form](#) from owner and applicant
- Fee (based on cost estimate) **\*\*Note: Fees will be calculated at Front Desk at time of Submittal\*\***

### ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW

- Original Red Stamped Board of Health Survey: For accessory buildings with plumbing
- Written cost estimate on contractor's letterhead for: trellis, pergola, outdoor shower w/enclosure, outdoor kitchen, fencing over 4ft in height, and any other accessory structure
- Zoning Board of Appeals Approval: If proposed project requires a variance
- [Coastal Erosion Hazard Permit](#) if construction is south of Coastal Erosion line
- [Fill Composition Certification](#) pursuant to Town Code §123.47-123.50
- [Plumbing Application](#): If plumbing is proposed. *Plumber must have active license with Town of Southampton*
- [Electrical Permit](#) *Electrician must have an active license with Suffolk County* **FILED SEPARATELY**
- 3 copies of ComCheck

### **Verification of Ownership or Authorization**

- Original Signed & [Notarized Owners Endorsement](#): If applicant is other than owner.
- Copy of Deed: If property has been owned for less than a year
- Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

**\*\*Note: Documents *MUST* list name of member(s) that are authorizing the submittal of this application\*\***