

**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



JAY SCHNEIDERMAN
TOWN SUPERVISOR
WWW.SOUTHAMPTONTOWN.NY.GOV

JANICE SCHERER
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

ARTHUR GERHAUSER
ACTING CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE	DATE
_____	_____

BUILDING PERMIT APPLICATION CHECKLIST ACCESSORY STRUCTURES

(Accessory Buildings, Trellis, Pergola, Deck, Gazebo, Outdoor Shower w/ Enclosure, Outdoor Kitchen, Tennis Court, Fencing above 4ft, Garage, Pool House, Residential Storage Sheds¹)

Applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted.**

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

ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:

- [Building Permit Application](#) (original)
- 3 copies of survey prepared by a licensed surveyor, illustrating Proposed construction
- 2 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
- 1 copy of house certificate of occupancy (can be obtained at a fee from the Building Division)
- Workman's compensation (contractor must have an active license with the Town)
 - Applicable Forms: C 105.2, U26.3, CE 200. **ACORD FORM NOT ACCEPTED**
 - or Affidavit of exemption (BP1) **if** work is being completed by owner and will be an owner-occupied residence
- [Architectural Review Board Submittal Form](#)
- [Electrical Permit](#) *Electrician must have an active license with Suffolk County* **FILED SEPARATELY**
- 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

- [Coastal Erosion Hazard Permit](#) if construction is south of Coastal Erosion line
- Conservation approval (includes: Permit with Original Stamped Survey) or Letter of Non-Jurisdiction: If subject parcel is within Wetlands Jurisdiction. Determined at time of submittal
- [Fill Composition Certification](#) - Pursuant to Town Code § 123-47 – 123.50
- Original Red stamped Board of Health Survey: For accessory buildings with plumbing
- [Plumbing Application](#): If plumbing is proposed. *Plumber must have active license with Town of Southampton*
- Written cost estimate on contractor's letterhead for: trellis, pergola, outdoor shower w/ enclosure, outdoor kitchen, fencing over 4ft in height
- Zoning Board of Appeals Approval: If proposed project requires a variance.
- Residential Energy System (RES) – if any finished space is proposed.

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****

- Death Certificate: If owner listed is deceased.
- Proof of Legatee (i.e.: Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of Administration; Letter of Probate; Power of Attorney etc.):
 - When owner is deceased
 - When owner is incapable of submitting an application

¹For Residential Storage Sheds please refer to Town Codes §[123-8](#), §330-5 and §[330-77E](#)

PLEASE NOTE: Applicant must go to <http://www.southamptontownny.gov/Building-Inspection> or call (631) 702-1840 to schedule an inspection of the property.

You must have building permit number available when scheduling an inspection