

TRUSTEES OFFICE

LOCATION:
240 West Montauk Highway
Hampton Bays, NY 11946



CP-8204 (1/24)

WWW.SOUTHAMPTONTOWNNY.GOV/TRUSTEES

PHONE: 631 287-5717

FAX: 631 287-5723

BOARD OF TRUSTEES
OF THE FREEHOLDERS AND COMMONALTY OF THE
TOWN OF SOUTHAMPTON

NOTICE OF COMMENCEMENT

RE: PERMIT NO: _____ Bay Constable: _____

ISSUED TO: _____

Address of Project: _____

Contractor's Name/Phone: _____ / _____

Contractor's Address: _____

Trustee: _____

This is to notify you that the activity authorized by the referenced permit will commence on _____.

The permit sign will be posted at the site and copy of permit will be available at site for inspection.

Submitted By: _____ Date: _____

THIS NOTICE IS TO BE **SENT** TO ABOVE ADDRESS PROMPTLY UPON **COMMENCEMENT** OF PROJECT.

FAILURE TO NOTIFY OR POST SIGN WILL LEAVE OWNER AND/OR CONTRACTOR SUBJECT TO APPLICABLE PENALTIES FOR NON-COMPLIANCE WITH PERMIT CONDITION.

NOTICE OF COMPLETION

RE: PERMIT NO: _____ Bay Constable Area: _____

ISSUED TO: _____

Address of Project: _____

Contractor's Name/Phone: _____ / _____

Contractor's Address: _____

Trustee Area: _____

This is to notify you that the activity authorized by the referenced permit was completed on _____.

The permit sign will be posted at the site and copy of permit will be available at site for inspection.

Submitted By: _____ Date: _____

THIS NOTICE IS TO BE **SENT** TO ABOVE ADDRESS PROMPTLY UPON **COMPLETION** OF PROJECT.

FAILURE TO NOTIFY OR POST SIGN WILL LEAVE OWNER AND/OR CONTRACTOR SUBJECT TO APPLICABLE PENALTIES FOR NON-COMPLIANCE WITH PERMIT CONDITIONS.

COMPLIANCE INSPECTION/RE-INSPECTION FEE: \$300 PER INSPECTION

Checks can be made out to: Southampton Town Trustees