



INCORPORATED VILLAGE OF PORT JEFFERSON
INFORMATION REQUIRED FOR BUILDING PERMIT APPLICATION
ZONING BOARD OF APPEALS

1. Two (2) sets of to scale design sketches. All design sketches must provide elevations and building area calculations for existing, proposed and modified areas in square feet.
2. Two (2) copies of a survey indicating the work to be performed and indicating all structures, yard requirements updated within the last two (2) years.
3. Evidence of ownership by current tax bill, contract of sale or deed.
4. Evidence of a Certificate of Occupancy or Certificate of Existing Use for all improvements present on the property.

Applicant will be contacted when a full and complete review of the property and application is complete.

Two Hard Copies and one Electronic submission of the above documents is required.

**** Please note that this is a truncated Building Permit Application requiring only the information that is needed to acquire a denial for the purpose of seeking relief from the Zoning Board of Appeals. After said relief has been granted, completion of the long form Building Permit Application will be required prior to issuance of a Building Permit.***



INCORPORATED VILLAGE OF PORT JEFFERSON
88 North County Road, Port Jefferson, NY 11777
Telephone: (631) 473-4744 Fax: (631) 473-2049

DISCLOSURE AFFIDAVIT (OWNER)

OWNER: This section must be completed for all applications. (Separate sheets may be used for multiple owners)

Be advised that I am the owner of record of the property referenced herein and hereby consent to this application. By this application, I hereby authorize employees or agents of the Incorporated Village of Port Jefferson, in conjunction with this application, to enter and inspect the project site as necessary.

IN WITNESS WHEREOF I have hereto set my hand this ____ day of _____ 20 ____.

(Owner Signature)

STATE OF NEW YORK

) ss.:

COUNTY OF SUFFOLK

On the ____ day of _____ in the year _____ before me the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to be within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Notary Public)