1. Four (4) sets of the Building Permit application signed and notarized.

2. Four (4) sets of construction plans (signed and sealed) drawn to scale, indicating the proposed work. Plans should include the following:
   - Electronic (PDF) copies of design documents.
   - Trusses or other designed systems must be accompanied by a detailed drawing, signed and sealed by a New York State licensed engineer or registered architect.
   - Show location and construction details of the sewage disposal system conforming to the standards of the Suffolk County Board of Health and SCDHS approvals.
   - Show large-scale typical and special wall sections.
   - All waste and vent line sizes.
   - All water supply line sizes.
   - Tree clearing & grading plan per code Section #241. (If the proposed disturbance one acre or more, the applicant shall submit a copy of the site Stormwater Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) for Construction Activities Seeking Authorization Under NYSDEC SPDES General Permit GP-0-8-01 for pre-approval prior to submitting documents to the NSDEC).

3. Four (4) copies of a survey indicating the work to be performed and indicating all structures, yard requirements, and zoning district.

4. Four copies of the site plan indicating the following:
   a. Preliminary approval by the Suffolk County Health Department as to water supply and sewage disposal system.
   b. Elevations at all corners of property at all corners of existing and proposed building and finished floor elevations of all floors.

5. Evidence of ownership by current tax bill, contract of sale or deed.

6. All plumbers, electricians and contractors must be insured (worker’s comp and liability), and proof of the insurance must be submitted prior to the issuance of the permit.

7. All plumbers, electricians and contractors must be licensed by Suffolk County, and proof of the license must be submitted prior to the issuance of the permit.

8. New York State Department of State business license for all fire alarm installers.

9. Copy of Board of Appeals variance approval if required.

10. Evidence of a Certificate of Occupancy or Certificate of Existing Use for building structure, additions or alterations.

11. All building plans must provide building area calculations for existing, proposed and modified areas in square feet.

12. If any changes are made during construction, a new signed and sealed drawing must be submitted indicating the changes made.

13. A copy of the approved plans shall be on the job site at all times.

14. PAYMENT OF BUILDING PERMIT FEE @ 0.5% OF CONSTRUCTION COST ($200.00 MINIMUM.)

15. When construction costs exceed $20,000 or for any pool installations A BOND OF $1,000 must be presented to the Incorporated Village of Port Jefferson.

16. If curb cut and road opening are needed, please contact Mr. S. Gallagher, Department of Public Works, 88 North Country Road, Port Jefferson, New York, Telephone (631) 473-4733.


18. Although it is not permitted, it is well established that from time to time, property owners seek Certificates of Occupancy for work, which has already been completed, without the benefit of scheduled inspections. The Incorporated Village of Port Jefferson retains the absolute right to require that all or part of such work be removed to allow full inspection. As an alternative, the Village may attempt to complete its inspections without requiring such removal at the request of the property owner. In such cases, the property owner is hereby cautioned that completed work often conceals material significant to the building's structural integrity. Property owners not opting to expose structural materials assume responsibility for any defects.

19. FAILURE TO OBTAIN A CERTIFICATE OF OCCUPANCY ON PERMITTED WORK WITHIN TWELVE (12) MONTHS WILL RESULT IN A $500.00 LATE FILING FEE.

20. FAILURE TO OBTAIN A BUILDING PERMIT PRIOR TO CONSTRUCTION WILL RESULT IN A $500.00 LATE FILING FEE.

Beginning May 1, 2010, the Village of Port Jefferson will require a Certificate of Completion or other proof of training for sediment and erosion control training from construction site operators.
APPLICATION FOR BUILDING PERMIT

DATE ________________  SECTION ________  BLOCK ________  LOT ____________

PROPERTY OWNER: ____________________________________________________________

For Office Use Only

DATE RECEIVED ________________  DATE ISSUED ________________  PERMIT NUMBER ________________  PERMIT FEE ________________

EXPIRATION DATE ________________  RENEWAL DATE ________________  BOND ________________  APPROVED BY ____________________

☐ Private  ☐ Public (Local, State, Fed.)

OCCUPANT ___________________________________________  PHONE NUMBER ________________

PROPERTY ADDRESS ________________________________________

CONTRACTOR’S NAME and ADDRESS ________________________________

CONTACT PERSON ___________________________________________  PHONE NUMBER ________________

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

NAME ___________________________________________

COMPANY __________________________________________

ADDRESS __________________________________________  PHONE ________________

☐ NEW SINGLE FAMILY DWELLING  ☐ ALTERATION SINGLE FAMILY DWELLING
☐ NEW MULTI FAMILY DWELLING  ☐ ALTERATION MULTI FAMILY DWELLING
☐ NEW COMMERCIAL DWELLING  ☐ ALTERATION COMMERCIAL DWELLING
☐ NEW PUBLIC DWELLING  ☐ ALTERATION PUBLIC DWELLING

☐ ADDITION SINGLE FAMILY DWELLING  ☐ REPAIR SINGLE FAMILY DWELLING
☐ ADDITION MULTI FAMILY DWELLING  ☐ REPAIR MULTI FAMILY DWELLING
☐ ADDITION COMMERCIAL DWELLING  ☐ REPAIR COMMERCIAL DWELLING
☐ ADDITION PUBLIC DWELLING  ☐ REPAIR PUBLIC DWELLING

☐ DEMOLITION  ☐ TENNIS COURT
☐ FIRE REPAIR  ☐ REPLACEMENT OF RETAINING WALL
☐ SWIMMING POOL  ☐ CHIMNEY REPAIR
☐ TANKS / PUMP  ☐ OTHER ________________________________

DESCRIBE, IN DETAIL, THE WORK TO BE PERFORMED

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
COST

COST OF CONSTRUCTION

ELECTRICAL

PLUMBING

H.V.A.C.

TOTAL COST

PROPOSED USE OF PROPERTY

☐ SINGLE FAMILY DWELLING  ☐ INSTITUTIONAL BUILDING

☐ MULTI FAMILY DWELLING (No. of Units _________ )  ☐ PUBLIC BUILDING

☐ BUSINESS (Type) ________________________  ☐ OTHER (Type) ________________________

FILL OUT SELECTED CHARACTERISTICS OF BUILDING

PRINCIPAL TYPE OF FRAME

☐ MASONRY (Wall Bearing)  ☐ REINFORCED CONCRETE  ☐ WOOD FRAME  ☐ STRUCTURAL STEEL

☐ OTHER SPECIFY ________________________

TYPE OF SEWAGE DISPOSAL

☐ PUBLIC OR PRIVATE CO.

☐ INDIVIDUAL (Septic Tank, etc.)

TYPE OF WATER SUPPLY

☐ PUBLIC OR PRIVATE CO.

☐ INDIVIDUAL (Well, Cistern)

DIMENSIONS

Number of Stories

Total existing square feet of floor area, each floor (and total), based on exterior dimensions

Total proposed square feet of floor area added, each floor (and total) based upon exterior dimensions

Total proposed square feet of floor area renovated, each floor (and total) based upon exterior dimensions

TOTAL LAND AREA, SQUARE FEET

PRINCIPAL TYPE OF HEATING FUEL

☐ GAS  ☐ OIL  ☐ ELECTRICITY  ☐ COAL  ☐ OTHER ________________________

TOTAL OFF-STREET PARKING SPACES

WILL THERE BE CENTRAL AIR CONDITIONING?

☐ YES  ☐ NO

WILL THERE BE AN ELEVATOR?

☐ YES  ☐ NO

NUMBER OF OFF-STREET PARKING SPACES

OUTDOORS ________________________

ENCLOSED ________________________

RESIDENTIAL BUILDINGS ONLY

NUMBER OF BEDROOMS ___________  NUMBER OF BATHROOMS ___________  ☐ FULL  ☐ PARTIAL

AFFIDAVIT

Incorporated Village of Port Jefferson
Town of Brookhaven, County of Suffolk, State of New York

I __________________________ hereby certify that I have received, read and understand all of the enclosed instructions regarding the Building Permit Application for the Village of Port Jefferson and have filled this application out to the best of my ability.

I am fully informed that it is a violation of the Ordinances of the Village of Port Jefferson to occupy the dwelling to be erected on this property until a Certificate of Occupancy shall have been issued by the Village Building Inspector.

I swear that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the BUILDING CODE, the ZONING ORDINANCE, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work is authorized by the owner. I also state that any structure located on the lot for which this application is made has functioning SMOKE and CARBON MONOXIDE DETECTORS installed in accordance with New York State Department of State requirements.

Signature __________________________ (Owner, Owner's Agent, Architect, Contractor)

Sworn before me this __________ day of ________________________, 20 __

(Notary Public, Suffolk County, N.Y.)

Signature of Applicant  Address  Application Date
APPENDIX B
SHORT ENVIRONMENTAL ASSESSMENT FORM

These questions are to be answered by someone who is sponsoring or well-acquainted with the action or project being considered and who is fairly sure that no environmental damage will come from it.

1. Does the action involve a change in zoning, or a zoning variance, or a change in allowable use of a parcel of land? Yes ____ No ____

2. Does the action involve acquisition, sale, lease, or other transfer of land by a State, County, Town, or Village agency? Yes ____ No ____

3. Is the project one to subdivide land for housing? Yes ____ No ____

4. If a property is to be developed, show its exact location in a description or map on the back of this page or on another sheet. Yes ____ No ____

5. Is its location on or adjacent to a beach, harbor, pond, stream, wetland, park, sanctuary, or other environmentally sensitive area designated by the Environmental Conservation Advisory Board, or a critical area of environmental concern, or a park, or a recreation area, or designated open space? Yes ____ No ____

6. Are there nearby streets or properties whose scenic views could be affected by a project on the property involved? Yes ____ No ____

7. Is a structure being proposed whose appearance differs markedly from those already in the neighborhood? Yes ____ No ____

8. Will proposed structure prevent sunlight from falling upon the adjacent lot? Yes ____ No ____

9. Will project regularly cause odors, noise, glare, or electrical disturbance detectable from nearby properties? Yes ____ No ____

10. Will more than one acre of land be cleared or changed? Yes ____ No ____

11. Does any of the land to be cleared have slope over 15%? Yes ____ No ____

12. During construction, could soil wash downhill onto adjacent lots and/or roadways? Yes ____ No ____

13. Does any of the land to be cleared or changed lie within 100 feet of an existing slope exceeding 30% or within 100 feet of an existing waterway? Yes ____ No ____

14. Will the project regularly use well water or surface water? Yes ____ No ____

15. Will parking for 25 (or more) cars be provided? Yes ____ No ____

16. Is a building proposed with more than 10,000 square feet of gross square feet floor area? Yes ____ No ____

Preparer's Signature ____________________________ Title ____________________________
Representing ____________________________ Date ____________________________
Location of Subject Site ____________________________
DISCLOSURE AFFIDAVIT

STATE OF NEW YORK)        ss:
COUNTY OF SUFFOLK)

being by me duly sworn, disposes and says:

1. I am an applicant for a project or an owner of the land which is the subject of a pending application before
   the Building Department.

2. The project name is: ____________________________________________________________

3. I reside at ________________________________

4. The officers of the applicant’s corporation or owner corporation are as follows: (if applicable)
   President __________________________________________  Secretary _________________
   Vice President __________________________  Treasurer ____________________________

5. I make and complete this affidavit under the penalty of perjury and swear to the truth herein.

6. I am aware that this affidavit is required by General Municipal Law 809 and that I shall be guilty of a
   misdemeanor as provided by General Municipal Law 809 should I knowingly or intentionally fail to make all
   disclosures herein.

For the purpose of this disclosure, an official of the State of New York or an official or employee of either the Village
of Port Jefferson or the County of Suffolk shall be deemed to have an interest in the applicant or owner when that
official or employee, their spouse, brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

1. is the applicant or owner,
2. is an officer, director, partner, or employee of the applicant or owner,
3. legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a
   partnership or association applicant or owner, or
4. is a party to an agreement with the applicant or owner, express or implied, whereby said official or
   employee may receive any payment or other benefit, whether or not for services rendered, dependent or
   contingent upon the favorable approval of such application.

Ownership of less than five per cent of the stock of a corporation whose stock is listed on the New York Stock or
American Stock Exchanges shall not constitute an interest for the purposes of this disclosure

YOU MUST ANSWER THE FOLLOWING QUESTIONS EITHER YES or NO
Do any of the following individuals have an interest in the applicant or owner, as defined above?

1. any official of New York State
2. any official or employee of the Village of Port Jefferson or Suffolk County?

Being so informed and warned, my response to the above question is: YES  NO

If the answer above is yes, General Municipal Law Section 809 requires that you disclose the name and residence and
the nature and extent of the interest of said individual(s) in the applicant owner:

NAME       RESIDENCE      NATURE OF INTEREST
--------------------------------------------------
--------------------------------------------------
--------------------------------------------------

Signature  Print Name

Sworn before me this _____ day of _______ 20_____

Notary Public
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 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)