



INCORPORATED VILLAGE OF PORT JEFFERSON

Building & Planning Department

88 North Country Road, Port Jefferson, NY 11777

Ph (631) 473-4744 Fax (631) 473-2049

www.portjeff.com

INFORMATION REQUIRED FOR BUILDING PERMIT APPLICATION

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 (2) 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.***



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**APPLICATION FOR BUILDING PERMIT
ZONING BOARD OF APPEALS RELIEF REQUIRED**

DATE RECEIVED: _____ SECTION: _____ BLOCK: _____ LOT: _____

PROPERTY OWNER: _____

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

OCCUPANT: _____ PHONE NUMBER: _____

PROPERTY ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

E-MAIL: _____

DESCRIBE, THE WORK TO BE PERFORMED

CERTIFICATION

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 fulfilled 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)

Signature of Applicant: _____

Address: _____ Application Date: _____

I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. _____ Read and acknowledged

DISCLOSURE CERTIFICATION

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

_____ deposes 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 certification under the penalty of perjury and swear to the truth herein.
6. I am aware that this certification 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:

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: _____ Date: _____

I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. ____ Read and acknowledged

DISCLOSURE CERTIFICATION (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.

Owner Signature

Date

I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. _____ Read and acknowledged

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.

Owner Signature

Date

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