



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 OBTAINING A BUILDING PERMIT

1. Four (4) sets of the Building Permit application signed.
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).
17. The Incorporated Village of Port Jefferson enforces the New York State Uniform Fire Prevention and Building Code. All work performed must conform to the New York State Uniform Fire Prevention Building Code and the Code of the Incorporated Village of Port Jefferson.
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:

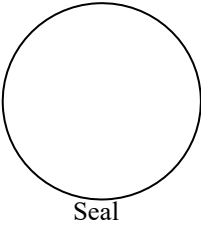
CONTACT PERSON: PHONE NUMBER:

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

NAME:

COMPANY:

ADDRESS: PHONE:



- NEW SINGLE FAMILY DWELLING

NEW MULTI FAMILY DWELLING

NEW COMMERCIAL DWELLING

NEW PUBLIC DWELLING

ADDITION SINGLE FAMILY DWELLING

ADDITION MULTI FAMILY DWELLING

ADDITION COMMERCIAL DWELLING

ADDITION PUBLIC DWELLING

DEMOLITION

FIRE REPAIR

SWIMMING POOL

TANKS / PUMP
- ALTERATION SINGLE FAMILY DWELLING

ALTERATION MULTI FAMILY DWELLING

ALTERATION COMMERCIAL DWELLING

ALTERATION PUBLIC DWELLING

REPAIR SINGLE FAMILY DWELLING

REPAIR MULTI FAMILY DWELLING

REPAIR COMMERCIAL DWELLING

REPAIR PUBLIC DWELLING

TENNIS COURT

REPLACEMENT OF RETAINING WALL

CHIMNEY REPAIR

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

☐ MULTI FAMILY DWELLING (No. of Units)

☐ BUSINESS (Type)

☐ INSTITUTIONAL BUILDING

☐ PUBLIC BUILDING

☐ 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

☐ ELECTRIC

☐ COAL

☐ OTHER

TYPE OF MECHANICAL

NUMBER OF OFF-STREET PARKING SPACES

WILL THERE BE CENTRAL AIR CONDITIONING?

☐ YES

☐ NO

☐ OUTDOORS

WILL THERE BE AN ELEVATOR?

☐ YES

☐ NO

☐ 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 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

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?

YesNo
2.

Does the action involve acquisition, sale, lease, or other transfer of land by a State, County, Town, or Village agency?

YesNo
3.

Is the project one to subdivide land for housing?

YesNo
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.

YesNo
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?

YesNo
6.

Are there nearby streets or properties whose scenic views could be affected by a project on the property involved?

YesNo
7.

Is a structure being proposed whose appearance differs markedly from those already in the neighborhood?

YesNo
8.

Will proposed structure prevent sunlight from falling upon the adjacent lot?

YesNo
9.

Will project regularly cause odors, noise, glare, or electrical disturbance detectable from nearby properties?

YesNo
10.

Will more than one acre of land be cleared or changed?

YesNo
11.

Does any of the land to be cleared have slope over 15%?

YesNo
12.

During construction, could soil wash downhill onto adjacent lots and/or roadways?

YesNo
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?

YesNo
14.

Will the project regularly use well water or surface water?

YesNo
15.

Will parking for 25 (or more) cars be provided?

YesNo
16.

Is a building proposed with more than 10,000 square feet of gross square feet floor area?

YesNo

Preparer's Signature _____ Title _____

Representing _____ Date _____

Location of Subject Site _____



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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:

NAME	RESIDENCE	NATURE OF INTEREST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature

Print Name

Date

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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.

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

(Owner Signature)

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