INCORPORATED VILLAGE OF PORT JEFFERSON

INFORMATION REQUIRED FOR OBTAINING A BUILDING PERMIT FOR ALL ONE-FAMILY DWELLINGS

1. Four (4) copies of the Building Permit application.

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 tax bill or tax item number.

6. Proof of insurance of all contractors (Workers Compensation and Liability).

7. All plumbers and electricians 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 -- if required.

10. Evidence of a Certificate of Occupancy or Certificate of Existing Use for additions or alterations to existing buildings.

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. FEE IS BASED UPON A $200.00 MINIMUM.

15. When construction costs exceed $20,000, A CASH BOND OF $1,000 from the contractor 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 _____

Seal

☐ **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 DWELLIN
☐ **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 SECLECTED CHARACTERISTICS OF BUILDING

PRINCIPAL TYPE OF FRAME

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

☐ OTHER SPE CIFY _____

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 _____

TYPE OF MECHANICAL

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 _____

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

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

INCORPORATED VILLAGE OF PORT JEFFERSON
88 North Country 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)