Department of Building and Zoning 4 Arthur St/PO Box 728 Westhampton Beach, NY 11978 (631) 288-6571 Fax (631) 288-5240 Building Inspector

Building Permit Application Checklist

Dear Applicant: This checklist is presented as a guide for preparation of a complete building permit application. For this application to be processed efficiently, please be sure to include all documents and items required for the proposed work.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED Permit expires one (1) year from date of issuance

- 1. Two (2) fully completed signed and notarized permit applications w/appropriate fee.
- 2. Contractor's license and proof of Workers' Compensation, Disability & Liability Insurance.
- 3. Three (3) sets of plans and specifications and **one** (1) **set of digital plans**, all sheets must be numbered consecutively, three (3) sets of plans must be signed and stamped on each sheet or page by a NYS licensed architect or professional engineer showing:
 - a. All structural and plumbing details
 - b. Foundation (piling plan) pursuant to FEMA regulations and Local Law 6 of 1998 showing sizes and types of materials
 - c. Floor plan (for each planned building floor) and square footage of living space indicating Room layout, headers, floors, side walls and ceiling materials and sizes & decks, walkways and square footage
 - d. At least three (3) elevation views showing exterior of the building, a cross section of the building indicating all materials as to size and type
 - e. 60 Degree Pyramid Analysis clearly delineated on all three elevation views
 - f. Drainage and vent system detail showing all plumbing connections and piping in the building
 - g. Drawings shall be clear and accurate and drawn to 1/4" to foot scale.
 - h. Mechanical and electrical details, elevated above BFE.
 - i. NYS energy code calculations.
 - j. Details of exterior steps, stairways, railings, driveways, terraces and patios on grade, type of materials for exterior.
 - k. All construction below BFE must be certified by architect or engineer as breakaway construction as per FEMA & Local Law #6 of 1998 (V zone only).
- 4. Affidavit of Energy Compliance, 3rd party testing form (manual J & blower door)
- 5. A valid Certificate of Occupancy or certified abstract of single and separate ownership
- 6. REScheck Form, Manual J, Manual S
- 7. Propane Tank Permit Application (No fee new home)
- 8. Two (2) current surveys, showing FEMA zone, all existing and proposed structures, their setbacks to all property lines, square footage of each and percentage of lot coverage of existing and proposed structures in relation to the lot area (lot area equals total parcel area minus wetlands, if any). Must have location of gas tank. One corner monument per lot required on Final Survey. Must be drawn to scale. Survey must be signed and stamped by a NYS Licensed Surveyor Oceanfront Property must show Coastal Erosion Hazard Line (ocean only)
- 8. A copy of the Suffolk County Health Department approval for cesspool and well installations (new construction) and modifications to existing buildings where the existing cesspool and well systems are being modified. (Health Dept: 852-2100); NOTE: No structure can be built within the 25-yard setback on ocean side properties
- 9. DEC approval (work within 300 feet from wetlands) or DEC letter of non-jurisdiction or DEC general permit
- 10. The Village Flood Damage Prevention Code requires (Local Law #6 of 1998):
 - a. The elevating of all structures whenever cumulatively and/or substantially improved more than 50% of replacement value.
 - b. that the area below the BFE is constructed of Breakaway Walls in V zones only
- 10. Any change in field plans are to be resubmitted and approved by the Building Inspector.

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Building Inspector

* No Certificate of Occupancy will be issued until the following documentation is submitted to the
Building Inspector for Final Approval

 Piling Certificate – Original
 Elevation Certificate – Original
 Pre-engineered Affidavit
 Electrical Inspection Certificate – Original
 Solder & Anti-Scald Certificate
 Gas line certification forms- Original
 Breakaway/Design Professional letter (V zone only) - Original
 Affidavit of Energy Compliance Form-REScheck - Original
 Survey w/Department of Health Approval – Stamped w/Green Ink or Orange Inspection Card- Original
 120 MPH Glass/Shutters with placement map
 Address Numbers on the house required to be 4 inches tall by ½ inch thick stroke.
 Stamped Sprinkler System Plans & Letter of Compliance of NFPA-13R – Original
 Blower door test- 3 ACH or less
 Duct leakage test if applicable
 Propane permit- certification of completion from propane company
 "As Built" Survey Reflecting the CEHA Line (ocean only) – 1 Original Total square footage for all living spaces, decks & pools etc. Lot coverage (maximum 20%)

- Building height (lowest structural member to top of highest ridge maximum 32')
- Location of one required roadside corner monument (non-roadside any corner)
- Location of gas tanks

Note: Exterior lighting must comply with chapter 560-38.1 of the Village code, requiring shielded exterior lighting

Building Department Fees

Building Permit -2% of first \$1,000,000 of construction cost **PLUS**

- 1% of remaining construction cost **OR**

-\$5.00 per square foot, whichever is greater **PLUS**

-\$200 administrative fee -\$750 minimum all permits -\$500 permit renewal

Demolition -Under 1,000 square feet \$500

-Over 1,000 square feet \$750

Zoning Board of Appeals -\$500 additional \$300 per variance

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Building Permit Application

plio	cation is hereby made for a:		D			
	() Building Permit		Permit N	o.: ed:		
	() Other			ng Inspector)		
			` •	ng mspector)		
	Name of Owner:			Location		
				SCTI		
	No.: 0907		_ =			
	Mailing address:					
	Home Phone:	Cell l	Phone:	Work phone:		
2.	Contractor Responsible for	Contractor Responsible for Proposed Work:				
	Copy of Contractor's Licen	se:				
	-		sability & Liabilit	y Insurance: (copy)		
	Description of Proposed W					
	New Building	Addition	Alteration	on Repair		
	Size of Property:	X	=	sq. ft.		
	Percentage of lot occupied:		Total area:	(not to exceed 20%)		
	Accessory Structures:					
	•	unied:				
	Setback from rear lot line:					
		(b):				
	(b): Are there any property covenants or conditions of special permits which would affect the					
	development of this proper	ty:		-		
	If yes, please explain:					
	N. CA. III					
	Name of Architect					
	Address:					
	work Phone:	Cell	Phone:			
	Email Address:					

The owner grants the Building Inspector permission to enter the property at any reasonable hour, without prior notice to assure compliance with construction, zoning, or any Village Ordinance

For demolition permits a letter of certification that gas and electric have been disconnected and a copy of the contractor's license and insurance

NO ACTION WILL BE TAKEN ON INCOMPLETE APPLICATIONS

Village of West Hampton Dunes

John McAlary Building Inspector

Department of Building and Zoning 4 Arthur St/PO Box 728 Westhampton Beach, NY 11978 (631) 288-6571 Fax (631) 288-5240

APPLICATION IS HEREBY MADE FOR ISSUANCE OF A BUILDING PERMIT pursuant to the Code of the Village of West Hampton Dunes and the Building Code of the State of New York; and all amendments thereto, for the work as described herein and in the described plans and specifications.

STATE OF NEW YORK:	
county of:	
I,	
the applicant above named. He/She is the	OWNER OR AGENT/CONTRACTOR
work will be performed in the manner set forth	ns, and to make and file this application; that all to the best of his knowledge and belief; and that the this application, plans and specifications filed herewith. ing workers compensation insurance, and that I presently
Name of Property Owner	Name of Contractor
Signature of Property Owner	Signature of Contractor
Sworn to before me this	Sworn to before me this
day of, 20	day of , 20
Notary Public	Notary Public
For Official Use Only – To Be Completed	d by the Building Inspector of West Hampton Dunes
The following action has been taken for this Building l	Permit Application:
Application has been <u>APPROVED</u> , Buildin	g Permit # has been issued
Date Issued:, 20	
Application has been <u>DENIED</u> do to the fol	lowing reasons:
Date Denied:	

John McAlary Building Inspector

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AFFIDAVIT OF ENERGY COMPLIANCE, 3RD PARTY TESTING

STATE OF NEW YOR)	
COUNTY OF SUFFOLK)	
company, is BPI or HERS certified, has been hired	, being duly sworn and depose, state that the undersigned to perform the required testing and documentation of energy structions and 2017 Uniform Code Supplements, for the acted at:
Property address	, West Hampton Dunes
Owners Name (printed)	, Initials:,
Suffolk County Tax Map No.: 907Section Block Please be informed:	Lot
I have review the plans for construction	
I will oversee insulation installation and air se	ealing measures being performed by the contractor
I will provide a Certified Blower Door Test an	nd duct leakage test if applicable
I will work with the homeowner and the contr	ractor until compliance is achieved
Company name:	
Company address:	
Telephone number:	_email address:
(Signature of Affiant)	
Personally appeared before me the above named	personally known to me, who being
duly sworn, deposes and says that he/she executed contained therein are true and correct to the best of	the above instrument and that the statement and answers his/her knowledge and belief.
Subscribed and sworn to before me this day of, 20	

Village of West Hampton Dunes

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Effective January 1, 2015 Truss type, pre-engineered wood or timber construction in Residential Structures

Executive Law § 382-b, as added by Chapter 353 of the Laws of 2014, provides that any person utilizing truss type, pre-engineered wood or timber construction for the erection of any new residential structure, for any addition to an existing residential structure, or for any rehabilitation of an existing residential structure must (1) notify the local government that will issue the building permit that truss type, pre-engineered wood or timber construction is being utilized and (2) affix a sign or symbol to the electric box, if any, on the exterior of the structure indicating that truss type, pre-engineered wood or timber construction has been used. A new Part 1265 to Title 19 of the New York Codes, Rules and Regulations (NYCRR) has been adopted. The new Part 1265 prescribes (1) the form to be used to notify code enforcement officials that truss type, pre-engineered wood or timber construction is to be used in a residential structure; (2) the sign or symbol to be affixed to the exterior of a residential structure that has been constructed, added to or rehabilitated using truss type, pre-engineered wood or timber construction.

NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION

[NAME OF AUTHORITY HAVING JURISDICTION]	
Owner:	
[INSERT NAME OF OWNER OF THE SUBJECT PROPE	RTY]
SubjectProperty:	
[INSERT STREET NAME ADDRESS AND TAX MAP N	UMBER, IF ANY, OF THE SUBJECT PROPERTY]
Please take notice that the (Check Applicable Line):	
New Residential Structure	Addition to Existing
Residential Structure	
Rehabilitation to Existing Residential Structure	
To be constructed or performed at the subject property refer Truss Type Construction (TT) Pre-Engineered Wood Construction (PW) Timber Construction (TC)	renced above will utilize (check each applicable line):
In the following location(s) (check applicable line):	
Floor framing, including girders and beams (F)	
Roof framing (R)	
Floor framing and roof framing (FR)	
Signature:	Date:
Capacity:	
[OWNER, OWNER'S REPRESENTATIVE, AGENT]	

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John McAlary Building Inspector

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SOLDER AND ANTI-SCALD CERTIFICATION

Date:
Date: Building Permit #:
Owner:
Plumber:
certify that the solder used in the water supply system contains less than 2/10 of 1% lead as per P2904.11 of the Residential Code of the State of New York and 605.15.3 of the Plumbing Code of the State of New York.
also certify that I installed an anti-scald and/or thermal shock preventing device at all bathing and/or showering fixtures in conformance with Section P2903 of the Residential Code of New York State to mitigate the potential hazards due to shower valves that allowed surges of high temperature water to flow from the shower head.
Plumber or Homeowner Signature
Please Check One:
I certify that I am the licensed plumber (License #) that installed all blumbing on the above-referenced premises.
I certify that I am the homeowner and I personally installed all the plumbing on my above referenced premises.
Plumber or Homeowner Signature
Sworn to before me this day of, 20 Notary Public

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GAS SUPPLY LINE INSTALLATION CERTIFICATION

Date:	
Building Permit No.	_
Owner: (Please Print)	_
(Please Print)	
Plumber: (Please Print)	_
(Please Print)	
I certify that the Gas supply lines have been installed	and tested in accordance with the National Fuel
Code as per Section 406 of the Fuel Gas Code of Nev	
Residential Installation	W Tork State. Installation.
Commercial Installation	
Please Check Combustion Appliance Installed:	
Heating Equipment Hot Water Heater	_ Fireplace/Stove Other:
Test Pressure	
Test Duration:	
Results:	
Loomifer Lorentha license de alvenhau (License #) that installed all Cas assembly lines on
I certify I am the licensed plumber (License # the above referenced premises.	
the above referenced premises.	
Plumbers Signature	
C	
Sworn to me this day of	, 20
Notary Public, County	
Notary Public	
110th y 1 dolle	

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OWNER'S DESIGNATION OF AGENT

The undersigned owner of the property located in the Village of West Hampton Dunes known as		
(address)		
SCTM#		
(the "Property") hereby appoints:		
As the lawful agent of the undersigned in connection with all matters relating to the application for a building or other permit at this Property, including the right to complete and execute an Application for Building Department Permit. The undersigned owner agrees to be bound by all the statements and undertakings of such agent with the same effect as if made personally by the undersigned.		
This designation may be revoked only by a written instrument delivered by the undersigned to the Building Department.		
	Name(s)	
	Signature(s)	
	Name(s)	
	Signature(s)	

(All record owners must sign)