

**VILLAGE OF NORTH HAVEN
335 Ferry Road
Sag Harbor, New York 11963
631-725-1378**

BUILDING PERMIT INSTRUCTIONS

TO ALL APPLICANTS: Please be aware that permits requiring additional approvals from either the Trustees, Zoning Board of Appeals, Planning Board or Board of Architectural Review will necessitate longer lead-times to accommodate their meeting schedules and publication requirements. Please also note that building permits are required for any improvements planned for your property.

BUILDING PERMIT APPLICATION: The Building Permit Application must be filled out completely with a notarized signature. Any applications not filled out properly will be deemed incomplete and returned to the applicant. A check in the amount of \$125.00 is required upon filing of the application and is nonrefundable.

Information to Accompany Permit: Three (3) copies (originals, not photo copies) of a current survey dimensioning the proposed construction, all existing structures, improvements, clearing and lot coverage dimensions (see Sections 55-2, 163-13 and 163-20 of the Village Code for specifics). Property Owner Authorization Form, where applicable, shall be returned with original signatures, faxes/copies are not acceptable.

PLANS MUST MEET THE SPECIFICATION REQUIREMENTS OF THE NEW BUILDING CODE OF NEW YORK STATE THAT TOOK EFFECT JANUARY 1, 2003.

Three (3) copies of the proposed construction plans (projects over \$10,000: plans must be signed and dated by a licensed architect or engineer and identified with the property owner's name and location of project. The plans must include a 3 x 5 area in or around the title block for the Village approval stamp. The plans must also include gross floor area calculations (as per Local Law No. 5 2004) for each floor proposed including accessory structures. Gross Floor Area (FAR) Certification as supplied must be completed and submitted with the building permit application. Swimming pool applications must be accompanied by construction plans, and dimension details for decks, patios and fences. One (1) electronic copy of the final plan must be submitted as part of the Certificate of Occupancy Application.

Note: In Accordance with Section 57 & 220, Sub. 8 of the WCL any individual applying for a building permit must submit proof of compliance with the mandatory coverage provisions of the Workers' Compensation Law to the building department before a building permit is issued. ACORD Certificates are not acceptable. Acceptable forms are WC/DB-100 or WC/DB 101 (out-of-state contractors) S.I.F. U26.3, or SI-12 whichever is applicable.

ALL HOME IMPROVEMENT CONTRACTORS MUST PROVIDE A SOUTHAMPTON TOWN HOME IMPROVEMENT LICENSE. Please also submit either Suffolk County or Southampton Town Home Improvement license for all sub-contractors as well.

PLEASE NOTE THAT APPLICATIONS WILL BE REVIEWED ON COMPLIANCE WITH THE SUBMISSION REQUIREMENTS AND NORTH HAVEN VILLAGE CODE, CHAPTERS 55, 85 AND 163. IF APPLICATIONS ARE DEEMED INCOMPLETE, THE APPLICANTS MUST PROVIDE THE REQUESTED INFORMATION IN ORDER FOR THE BUILDING PERMIT PROCESS TO CONTINUE.

**VILLAGE OF NORTH HAVEN
335 FERRY ROAD
SAG HARBOR, NEW YORK 11963**

Telephone 631-725-1378

Fax 631-725-1120

TO: ALL APPLICANTS FOR SITE PLAN REVIEW, ZONING BOARD OF APPEALS, SUBDIVISION, AND ARCHITECTURAL REVIEW BOARD AND BUILDING PERMITS

SUBJECT: FEES AND APPLICATION SUBMISSIONS

Please be advised when filing applications, for any of the above, all submissions must comply with the requirements set forth under the provisions of the North Haven Village Code, New York State Building & Fire Code, FEMA and any other additional instructions/documents distributed in the application package that pertain to your particular application.

As the applicant, it is your responsibility to coordinate those requirements that relate to the specifics of the property under review. An application will not be considered complete, for review by any Board, if information is missing.

Upon submission of the application, consideration will be given to the complexities of the property under review and you may vary, specifically when other boards and outside agencies are involved, i.e., NYS Department of Environmental Conservation, Suffolk County Health Department, Architects, Surveyors, etc.

With respect to applicable fees including environmental and engineering review fees, the applicant is responsible for all filing, permit, environmental and engineering review fees. Permits will not be issued until all required/conditioned information is submitted, inspections when warranted, are complete and all fees are paid in full.

Date _____

Applicant/Property Owner

Property Location _____

SCTM# _____

INCORPORATED VILLAGE OF NORTH HAVEN
335 FERRY ROAD
SAG HARBOR, NEW YORK 11963

BUILDING MATERIALS FORM

Applicant: _____

Location: _____

Map#: _____ Section#: _____ Block#: _____ Lot#: _____

Project Description _____

Roofing Materials:

(Please check all that apply)

____ Natural Slate ____ Asphalt ____ Cedar Shingles ____ Metal (Color) _____

Other _____

Siding Materials:

(Please check all that apply)

____ Cedar Shingles ____ Clapboard ____ Hardy Plank ____ Stucco ____ Stone

Other _____

Other Exterior Finishes:

Trim Color _____ Chimney(Material & Color) _____

For all new residences please identify the H-frame (Electrical Meter) location

The H-frame location must comply with the accessory setback for the property.

Decks, Patios or Terraces:

Materials used _____

Color/Stain _____

Fence Materials:

(A drawing or picture of the style of fence and gate should accompany this form for all fences)

____ Wood ____ Wire Other _____

INCORPORATED VILLAGE OF NORTH HAVEN
335 FERRY ROAD, NORTH HAVEN
SAG HARBOR, NEW YORK 11963
631-725-1378

AUTHORIZATION

The undersigned are the sole owners of the premises located at

_____, North Haven, New York,

(SCTM#: _____/_____/_____/_____) and hereby authorize _____

_____ to apply for and obtain:

Check as applicable:

- (a) Building permit _____
- (b) Certificate of Occupancy _____
- (c) Zoning Variance _____
- (d) Subdivision Approval _____
- (e) Other _____
(Describe)

The undersigned hereby hold harmless and indemnify the Village of North Haven, including its agencies, officials and employees, against any claim, cost or expense, including attorneys fees, by reason of their reliance upon this authorization.

Dated: _____

Sign Here: _____
Print Name _____

Sign Here: _____
Print Name _____

On the _____ day of _____, 20____ before me, the undersigned personally appeared _____, personally known to me or proved to me on the basis of satisfaction evidence to be the individual(s) whose name(s) is/are subscribed to the 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) acted, executed the instrument.

Notary Public

Inc. Village of North Haven - Board of Architectural Review

APPLICATION INSTRUCTION SHEET

The Board of Architectural Review encourages applicants to appear before them as early as possible in the design process to allow for an informal review/discussion of concepts being proposed. This informal review is intended to assist applicants toward a smoother and faster formal review process.

1. Submission Requirements: The following information is required for all applications:

- ▶ Copy of Building Permit application.
- ▶ Up-to-date survey of the property indicating the proposed construction, the lot area, setbacks of proposed construction, and proposed lot coverage.
- ▶ Brief narrative describing proposed construction and uses.
- ▶ Floor plans and elevations of the work proposed, prepared by licenced architect or engineer.
- ▶ Samples of exterior materials to be used for proposed construction.
- ▶ Representative photographs of the property and any buildings.
- ▶ Representative photographs and/or plans demonstrating proposed architectural elements.
- ▶ Completion of Gross Floor Area Calculation Worksheet. Questions regarding the completion of this form should be submitted to the Village Building Inspector (631-725-1378).

2. Surrounding Property Photographs: For new construction and any addition to a residence that exceeds 1,200 sq. ft. in gross floor area, the Board of Architectural Review requires the applicant to submit annotated photographs of structures on all properties within 500 feet of the project site.

3. Surrounding Property GFA Calculations: For projects that the Board of Architectural Review deems to be substantial, the Board reserves the right to request the applicant to provide Gross Floor Area calculations of all existing structures within 500 feet of the project site. If required, the applicant shall check with the Clerk to the Architectural Review Board to review files and collect information for these nearby properties.

4. Field Staking of Proposed Improvements: The Board of Architectural Review may require the construction to be staked out in the field for the purpose of inspection of the site by Board members at least two (2) weeks prior to the date of meeting where the application is to be considered. Access to such site must be made available to the Board members.

5. Architectural Models: For more complicated architectural projects, the Board of Architectural Review reserves the right to request a scaled representative model of the site and the construction proposed. This model is intended to aid in the Board's determination as to the appropriateness of the construction being proposed.

6. Additional Information. The applicant should submit any additional information that the applicant believes is helpful in the review of applications by the Board of Architectural Review.

Inc. Village of North Haven - Board of Architectural Review
Gross Floor Area Calculation Worksheet

The following information is required for all applications submitted to the Board of Architectural Review. This form is to be prepared by the licenced professional who has prepared the plans submitted to the Village for review and approval.

APPLICANT: _____ ADDRESS: _____

1. Fill in the following information about the project site:

PROPERTY INFORMATION:	INFORMATION PROVIDED BY APPLICANT	VILLAGE USE ONLY CONFIRMATION
Property Lot Area:	sq. ft.	
Allowable GFA based upon FAR requirements:	sq. ft.	
15% Additions Allowed (porches, garages, etc.):	sq. ft.	
ALLOWED GROSS FLOOR AREA INCLUSIVE OF FIFTEEN PERCENT (15%):	sq. ft.	

2. For construction on a lot that contains existing structures, provide the following information:

2. EXISTING RESIDENCE AREA:*	INFORMATION PROVIDED BY APPLICANT	VILLAGE USE ONLY CONFIRMATION
First Floor Gross Floor Area of Residence:	sq. ft.	
Second Floor Gross Floor Area of Residence:	sq. ft.	
Area of Existing Porches, Garages and Accessory Structures:	sq. ft.	
TOTAL EXISTING GROSS FLOOR AREA:	sq. ft.	
*Plans from which Computations were made:		

3. Provide the following information regarding the construction that is proposed:

<u>PROPOSED RESIDENCE AREA:*</u>	<u>INFORMATION PROVIDED BY APPLICANT</u>	<u>VILLAGE USE ONLY CONFIRMATION</u>
Area of First Floor, or First Floor Addition:	sq. ft.	
Area of Second Floor, or Second Floor Addition:	sq. ft.	
Area of Proposed Porches, Garages and Accessory Structures:	sq. ft.	
TOTAL PROPOSED GROSS FLOOR AREA:	sq. ft.	
*Plans from which Computations were made:		

4. Does Project conform to the Section 163-13 of the Village Code regarding Maximum Lot Coverage: YES NO

5. Additional Information (if Necessary):

Licensed Design Professional Attestation: With my signature, I hereby attest that the information contained within this form is true and accurate, to the best of my ability.

Signed: _____ Date: _____

Owners Endorsement: The undersigned represent(s) the undersigned is/are the sole owner(s) of the subject premises, and that I/we have read and understand the foregoing and I/we agree the foregoing is correct and binding on the undersigned.

Signed: _____ Date: _____
 Signed: _____ Date: _____

Architect/Engineer Seal

DEPT USE ONLY
APPROVAL DATES

ZBA: _____

SITE PLAN: _____

BARHP: _____



VILLAGE OF NORTH HAVEN
BUILDING DEPARTMENT
 335 Ferry Road
 Sag Harbor, NY 11963
 631-725-1378 (Fax) 725-1120

DEPT. USE ONLY

Permit No. _____

Permit Fee _____

Fee Paid _____

Date Issued ____/____/____

Zoning District _____

APPLICATION FOR BUILDING PERMIT

INSTRUCTIONS

1. BUILDING PERMIT APPLICATION MUST BE COMPLETED BY TYPEWRITER OR PRINTED IN INK.
2. WORK DESCRIBED IN THIS APPLICATION MAY NOT BE COMMENCED BEFORE PERMIT IS ISSUED
3. THIS APPLICATION MUST BE COMPLETE IN EVERY RESPECT BEFORE THE PERMIT WILL BE PROCESSED.
4. APPROVED PLANS SHALL BE MADE AVAILABLE ON THE BUILDING SITE DURING CONSTRUCTION.
5. THE BUILDING INSPECTOR OR HIS DESIGNEE SHALL HAVE THE RIGHT TO ENTER INTO ANY BUILDING OR UPON ANY LAND AT ANY REASONABLE HOUR TO PERFORM REQUIRED INSPECTIONS OF CONSTRUCTION DESCRIBED BELOW.

TAX MAP NUMBER: _____ - _____ - _____ - _____ PROPERTY LOCATION: _____
 DISTRICT SECTION BLOCK LOT LEGAL STREET ADDRESS AND NUMBER

PROPERTY OWNER _____ APPLICANT _____
 MAILING ADDRESS _____ MAILING ADDRESS _____
 PHONE _____ Email _____ PHONE _____ Email _____

APPLICANT IS : OWNER LESSEE AGENT ARCHITECT BUILDER OTHER _____

IF OWNER OR APPLICANT IS A CORPORATION, FURNISH NAMES OR MANAGING OFFICERS OR PARTNERS:

CORPORATE PROPERTY OWNER _____ CORPORATE APPLICANT _____
 NAME _____ NAME _____
 ADDRESS _____ ADDRESS _____
 PHONE _____ Email _____ PHONE _____ Email _____

CONTRACTOR RESPONSIBLE FOR CONSTRUCTION:

NAME _____ ADDRESS _____
 PHONE _____ Email _____ CONTRACTORS LICENSE NO _____
 WORKERS COMPENSATION NO.: _____ ISSUED BY: SOUTHAMPTON SUFFOLK COUNTY

Is the property located in a flood plain? Yes No If yes, zone and required FEMA elevation: _____

Will it be necessary for anyone involved directly or indirectly with this application to disturb any public highway for any reason?
 Yes No If yes, reason: _____

Does this property front on any State or County highway? Yes No
 Existing use of premises: _____ Proposed use of premises: _____
 Estimated cost of construction: \$ _____
 Size of plot: _____ sq. ft. Existing 1st floor: _____ sq. ft. Existing 2nd floor: _____ sq. ft.
 Existing lot coverage: _____ sq. ft. Proposed 1st floor: _____ sq. ft. Proposed 2nd floor: _____ sq. ft.
 Proposed lot coverage: _____ sq. ft. Proposed accessory: _____ sq. ft.

Check those descriptions below that describe the work to be performed:
 NEW CONSTRUCTION
 ANY EXTENSION OR INCREASE IN FLOOR AREA OR HEIGHT OF AN EXISTING BUILDING OR STRUCTURE
 THE TOTAL WORK AREA IN AN EXISTING STRUCTURE EXCEEDS TWO-THIRDS OF THE BUILDING AREA
 THE RECONFIGURATION OF ANY SPACE; THE ADDITION OR REMOVAL OF ANY DOOR OR WINDOW; THE RECONFIGURATION
 OR EXTENSION OF ANY SYSTEM, OR INSTALLATION OF ANY ADDITIONAL EQUIPMENT
 THE REMOVAL AND REPLACEMENT OR COVERING OF EXISTING MATERIALS, ELEMENTS, EQUIPMENT AND/OR FIXTURES
 OTHER, PLEASE EXPLAIN _____

Briefly describe the scope of the project: _____

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a building permit pursuant to the New York State Uniform Fire Prevention and Building Code, Chapters 55 and 165 of the Village of North Haven and all amendments thereto for the construction of a building, additions, alterations and renovations as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

STATE OF NEW YORK)
 COUNTY OF _____)

_____ being duly sworn deposes and says that he is the applicant above named, he is the _____ of said owner or owners, and is duly authorized to perform or have performed the work described above and to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me this _____ day of _____ 20____

_____ SIGNATURE OF APPLICANT

NOTARY PUBLIC _____ COUNTY