

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

DEMOLITION PERMIT INSTRUCTIONS

All demolition permit applications should be submitted to the Building Inspector. The Building Inspector will refer any such application to the board of Architectural Review. The following items are required for consideration of an application to demolish a structure:

- | | Initial |
|--|---------|
| 1. Copy of the current deed certified by the County Clerk | _____ |
| 2. Mortgage lien search of title company | _____ |
| 3. Consent of any mortgagee by authorized representative | _____ |
| 4. Application signed by each owner of record | _____ |
| 5. LLC Operating Agreement, if owner is an LLC | _____ |
| 6. Corporate Resolution, if owner is corporation | _____ |
| 7. Hold Harmless signed by each owner of record | _____ |
| 8. Owner Authorization and Consent signed by each owner of record | _____ |
| 9. Electrical and gas disconnect letters | _____ |
| 10. Suffolk County Water Authority disconnect letter | _____ |
| 11. Wetlands Permit, if necessary | _____ |
| 12. Liability Insurance naming Village as additional insured | _____ |
| 13. Current survey by licensed surveyor | _____ |
| 14. Certificates of Occupancy for all structures | _____ |
| 15. Fee in the sum of \$ _____ | _____ |
| 16. Workers' Compensation and Disability insurance certificate for demolition work (ACORD forms are not acceptable. The Village must be named Certificate holder. Coverage must comply with Workers Compensation Law # 57) | _____ |
| 17. Asbestos Survey | _____ |



New York State Department of Labor

ASBESTOS SURVEY REQUIREMENTS FOR DEMOLITION

OF ALL INTERIOR AND EXTERIOR MATERIALS

Dear Sir or Madam:

I would like to take this opportunity to offer you some useful information about the asbestos exposure associated with the demolition/renovation of buildings in your locality. A copy and updates to Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (Cited as 12 NYCRR Part 56), a Guidance Document with frequently asked questions and answers, and variance information may be obtained by going on-line to, www.labor.ny.gov/workerprotection/safetyhealth/dosh_asbestos.shtm.

I wish to request your assistance in our enforcement efforts thereby protecting the health of your community, specifically in the area of building demolition/renovations. Please feel free to incorporate the enclosed: **BUILDING DEMOLITION/RENOVATION** and **NOTICE TO BUILDING PERMIT APPLICANTS** with the information you provided to contractors when a demolition/renovation permit is issued.

Should you have any questions, please contact the Asbestos Control Bureau District Office nearest to you (listed on the enclosed sheet).

W. Averell Harriman State Office Campus
Building 12, Room 157, Albany, NY 12240
www.labor.ny.gov



CONTACT INFORMATION
FOR
ASBESTOS PROJECTS

The Department of Labor regulates asbestos abatement activities in the State through its Asbestos Control Bureau; all contractors must be licensed and all asbestos handlers certified by the Department's License and Certificate Unit. Projects must be conducted in accordance with safety standards promulgated by the Commissioner of Labor to avoid potential public health hazards that can result from the improper handling of asbestos or asbestos containing material, a potential carcinogen. A copy and update to Parte 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (Cited as 12 NYCRR Part 56), a Guidance Document with frequently asked questions and answers, and variance information may be obtained by going on-line to, http://labor.ny.gov/workerprotection/safetyhealth/DOSH_ASBESTOS.shtml

For more information, call or write the New York State Department of Labor, Division of Safety and Health at one of the following locations:

**ASBESTOS CONTROL BUREAU
DISTRICT OFFICES**

ALBANY

State Office Campus
Building 12, Room 157
Albany, NY 12240
Tel: (518) 457-2735

BUFFALO

65 Court Street
Room 405
Buffalo, NY 14202
Tel: (716) 847-7126

Syracuse

450 South Salina St.
2nd Floor ~ Room 202
Syracuse, NY 13202
Tel: (315) 479-3215

New York City

75 Varick St.
7th Floor
New York, NY 10013-1917
Tel: (212) 775-3538

**TO SUBMIT:
ASBESTOS PROJECT NOTIFICATION
AND/OR EMERGENCY NOTIFICATION**

Asbestos project notifications may be submitted on-line by licensed asbestos contractors by going to: <http://www.labor.ny.gov> and click on Businesses and then Asbestos Notifications under Online Services. Emergency notifications must be either submitted by email to asbestosnotification@labor.ny.gov or faxed to (518) 485-8530. After the emergency notification has been approved, the contractor must complete the on-line notification and pay the notification fee. You may also mail in your paperwork to: NYS Department of Labor, State Office Campus, Building 12, Room 161, Albany, NY 12240, Tel: (518) 457-2735.

Questions about obtaining and/or renewing an Asbestos licenses or any type of Asbestos Certification may also be obtained from the Department of Labor, DOSH, License & Certificates.



BUILDING DEMOLITION/RENOVATION

Industrial Code Rule 56 established work practice, asbestos contractor license, and asbestos worker training and certification requirements that protect the public from cancer causing airborne asbestos fiber that can arise from various construction activities, including the demolition/renovation of a building. One very important aspect of the Code covers requirements that specifically address the potential public health hazards associated with the significant amount of airborne asbestos fiber that can be released during the demolition/renovation of a building that contains asbestos or asbestos-containing materials.

New York State Labor Law (Article 10, Section 241 section 241.10) and the Code require a survey of the impacted portion of the building to identify the presence of asbestos prior to advertising for bids or contracting for or commencing work on any demolition/renovation work on a building. **The Code requires that this survey must be sent to the local government unit responsible for issuing the demolition/renovation permit. Note that only copies of the demolition or pre-demolition survey must be sent to the Department of Labor, Asbestos Control Bureau.** Also, prior to commencement of demolition/renovation work, the impacted asbestos identified in the survey must be removed in compliance with the Code. Your assistance, as specified below, would facilitate our enforcement efforts and help avoid the necessity of citing building owners who violate the statute and code:

1. Share this information with the individuals on your staff responsible for issuing demolition/renovation permits. Encourage your staff to contact the appropriate District Office of the Asbestos Control Bureau on the enclosed list should any asbestos issues arise, specifically those related to demolition/renovation.
2. Consider establishing a policy of not issuing a demolition/renovation permit until compliance with Industrial Code Rule 56 is achieved.
3. Call the appropriate District Office of the Asbestos Control Bureau when a demolition/renovation permit is issued to a contractor that has **failed** to provide a survey or has **not removed** the identified asbestos. Any cooperation you can provide will not only assist in our enforcement efforts but protect the health of your community.



NOTICE TO BUILDING PERMIT APPLICANTS

An asbestos survey is required for all renovation, remodeling, repair and demolition of all interior and exterior building materials. As per NYS Industrial Code Rule 56, asbestos material must be abated by licensed contractors utilizing certified asbestos handlers, with the exception of owner-occupied single family homes, where the owner may remove the asbestos. However, it is not recommended that the owner remove asbestos. The owner could potentially expose themselves, their family and neighbors to asbestos fibers if correct engineering controls and work methods are not utilized during the abatement.

For further information and updates, please see the NYS website at: www.labor.ny.gov.

DEPT USE ONLY
APPROVAL DATES

Z/A: _____

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: _____ PHONE: _____
 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: _____	PHONE: _____

CONTRACTOR RESPONSIBLE FOR CONSTRUCTION:

NAME: _____ ADDRESS: _____
 PHONE: _____ 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 } SS.:
 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 statement 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