

Building Permit Application Checklist

Incorporated Village of West Hampton Dunes

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

1. Three (3) fully completed, signed and notarized permit applications w/appropriate fee;
2. Three (3) sets of plans and specifications, 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. Overall building height measured from base flood elevation as shown on the most recent FEMA/NFIP Flood Map for the Village of West Hampton Dunes.
 - g. Drainage and vent system detail showing all plumbing connections and piping in the building;
 - h. Drawings shall be clear and accurate and drawn to 1/4" to foot scale;
 - i. Roof details;
 - j. Mechanical and electrical details, elevated above BFE;
 - k. NYS energy code calculations;
 - l. Details of exterior steps, stairways, railings, driveways, terraces and patios on grade, type of materials for exterior;
 - m. Specify location of gas or oil tanks, elevated above NGVD or anchored as per FEMA.
 - n. All construction below BFE must be certified by architect or engineer as breakaway construction as per FEMA & Local Law #6 of 1998.
3. A valid Certificate of Occupancy or certified abstract of single and separate ownership;
4. Two (2) current surveys, showing 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 be drawn to scale. Survey must be signed and stamped by a NYS Licensed Surveyor; Oceanfront Property Must show Coastal Erosion Hazard Line
5. 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.
6. DEC approval (work within 300 feet from wetlands) or DEC letter of non-jurisdiction or DEC general permit;
7. 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;
8. Any change in field plans are to be resubmitted to, and approved by the Building Inspector;
9. A building permit expires one (1) year from date of issue if construction has not been completed.

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

_____	Piling Certificate - Original
_____	Electrical Inspection Certificate – Original
_____	Plumber letter stating used lead free solder - Original
_____	Breakaway/Design Professional letter - Original
_____	Elevation Certificate - Original
_____	Survey w/Department of Health Approval – Stamped w/Green Ink Original
_____	Original “As Built” Survey Reflecting the CEHA Line – 1 Copy
_____	Concrete Monuments noted by Surveyor w/ horizontal and vertical references installed at property corner
_____	Address Numbers on the house required to be 4 inches tall by ½ inch thick stroke
_____	Total square footage for all living space, decks, & pool etc.
_____	Pool Compliance (if applicable)
_____	Stamped Sprinkler System Plans & Letter of Compliance of NFPA-13D - Original
_____	Copy of DEC “Notice of Completion” (Bay front)
_____	120 MPH Glass/Shutters
_____	Any/all damage to roadway caused during construction is repaired.

Village Local Laws:

Local Law No. 2 of 1995	Licensing of Contractors
Local Law No. 3 of 1995	Unsafe Houses/Building/Demolition
Local Law No. 5 of 1995	Coastal Erosion Hazard Law
Local Law No. 6 of 1995	National Flood Insurance Plan
Local Law No. 4 of 1996	Building Construction Code
Local Law No. 3 of 1997	Pyramid/Height Restriction Laws
Local Law No. 4 of 1997	Side Yard Setbacks: (W/ Table of Dimensions)
Local Law No. 2 of 2009 Amended LL 3 of 1998	Flood Damage Prevention
Local Law No. 5 of 2012	Building, Energy Conservation, Construction
Local Law No. 6 of 2012 Amended LL 2 of 2010	Existing Building Fire, Plumbing, Property Maintenance & Residential Codes of NYS
	Regarding Height Limitations

Building Department Fees:

Building Permit (New)	\$2,000.00 – Minimum; or \$2.00 per square foot
Building Permit (Addition)	\$ 750.00 – Minimum; or \$2.00 per square foot
Building Permit Substantial Improvement	\$1,500.00 – Minimum; or 5% of valuation of total improvement
Zoning Board of Appeals	
Application Fee	\$ 500.00
Per Variance Requested	\$ 300.00
Certificate of Occupancy	\$ 50.00
Structural Inspection	\$ 250.00
Demolition under 1,000 square feet	\$ 500.00
Demolition over 1,000 square feet	\$ 750.00

Building Permit Application
Incorporated Village of West Hampton Dunes

Application is hereby made for a:

() Building Permit

() Other _____

Permit No.: _____

Date Issued: _____

(filled in by Building Inspector)

1. Name of Owner: _____
Location of property: _____
SCTM No.: 0907- _____ - _____ - _____
Mailing address: _____
Phone No.: _____
2. Existing Use and Occupancy: _____
3. Intended Use and Occupancy: _____
4. Description of Proposed Work: _____
_____ New Building _____ Addition _____ Alteration _____ Repair
(see No.'s. 7 & 8) (see No.'s. 5, 6 & 7) (see No's. 5, 6 & 7)(see No.'s. 5, 6 & 7)

5. Dimensions of Existing Structures, if any:
_____ Front _____ Rear _____ Depth _____ Height
Number of stories: _____
6. Dimensions of same structure with alterations or additions:
_____ Front _____ Rear _____ Depth _____ Height
Number of stories: _____
7. Size of Property: _____ x _____ = _____ sq. ft.
8. Dimensions of new construction:
_____ Front _____ Rear _____ Depth _____ Height
_____ Side + _____ Side = _____ total side yards
Number of stories: _____
Percentage of lot occupied: _____ Total area: _____ (not to exceed 20%)
Floor area (excluding cellars and attic): _____
Parking lot area: _____
9. Accessory Structures:
Percentage of rear yard occupied: _____
Setback from rear lot line: _____
Setback from side yard line (a): _____
(b): _____
10. Are there any property covenants or conditions of special permits which would affect the development of this property?: _____
If yes, please explain: _____

11. Name of Architect, Address and Phone Number: _____

12. Name of Contractor, Address and Phone Number: _____

13. Name of Plumber, Address and Phone Number: _____

14. Name of Mason, Address and Phone Number: _____

15. Name of Electrician, Address and Phone Number: _____

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

NO ACTION WILL BE TAKEN ON INCOMPLETE APPLICATIONS

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