



# Building Permit Application

## PLEASE SUBMIT THE FOLOWING ITEMS:

- (3) Sets of the Building Permit Application (*must be signed & notarized*)
- Survey with Proposed Construction (*must be drawn, indicating dimensions, etc.*)
- Plumbing application (if applicable) required if the project includes plumbing work
- Specifications for manufacturers equipment (if applicable) for all equipment being installed
- Stamped Plans and an electronic PDF copy must also be submitted:
  - **FOUR (4)** sets for **Residential Properties**
  - **FIVE (5)** sets for **Commercial Properties**

## THE FOLLOWING MAY ALSO BE REQUIRED WHEN APPLICABLE:

- PLANNING BOARD APPROVAL
- ZONING BOARD APPROVAL
- SUFFOLK COUNTY HEALTH DEPARTMENT APPROVAL
- FLOODPLAIN DEVELEOPMENT PERMIT APPLICATION
- WETLANDS APPROVAL
- "RESCHECK"
- "REM-RATE"

## WHEN USING A CONTRACTOR PLEASE SUPPLY THE FOLLOWING ITEMS:

- Workman's Compensation Insurance
- Certificate of Liability Insured to the Incorporated Village of Patchogue
- Copy of Contractor & Plumbers license

*\*Building/Plumbing permit fees to be determined and calculated by the Building Inspector upon review of plans. **If work has begun without a building permit, fees will be doubled.** \**

\*Prior to the issuance of a Certificate of Occupancy, it will be necessary to provide the building department with the following:

- Final construction and/or plumbing inspection by the Building Inspector
- Electrical Underwriter's Certificate when applicable
- Suffolk County Health Department approval when applicable
- Final survey when applicable



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SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

## VILLAGE OF PATCHOGUE REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION PLANS

New York State has adopted a new set of building codes entitled "The Building Code of the State of New York" which will be in full effect as of January 1, 2003. The new code consists of several volumes that may be purchased by contacting the International Council of Building Officials (ICBO) at 1-800-284-4406. All applications submitted after January 1<sup>st</sup> must be designed in accordance with this code. It is required that an approved set of plans be on the construction site for all stages of construction. **If these approved plans are not on site, the inspector may be forced to reschedule your inspection.**

All building in the Village of Patchogue is located in a 110-mph wind zone and must be in accordance with **ONE (1)** of the following reference manuals:

1. American Forest Paper Association (AP & PA) Wood Frame Construction Manual for One- and Two-Family Dwellings – [www.awc.org](http://www.awc.org)
2. Southern Building Code Congress International Standard for Hurricane Resistant Residential Construction – [www.sbcci.org](http://www.sbcci.org)
3. American Society of Civil Engineers, Minimum Design Loads for Building and Other Structures – [www.asce.org](http://www.asce.org)

All buildings within ONE (1) mile of the ocean and bay are also in a Wind-Borne Debris region and glazed openings on the structures must be protected with glass meeting the large missile test certification or with structural shutters with attached hardware as required by the code. (Code Section 1609.1.4)

### **A full code analysis must be submitted on each set of plans**

#### **This analysis must contain the following information:**

1. Reference standard that was utilized in the design of the structure.
2. Floor area of each story and garage.
3. Design load calculations including live, dead, snow, seismic and wind (including uplift) and code conformance.
4. Window and door schedule showing conformance with emergency escape requirements and missile test requirement if applicable.
5. Energy calculations and required statement from design professional.
6. Nailing schedule for all structural element and roof shingles.
7. Location of smoke detectors and carbon monoxide detector.

#### **The following details must also be submitted on each set of plans:**

1. All clips, straps and foundation anchoring that required.
2. All structural elements including columns, girders, joists, lintels, headers, wall and roof framing with dimensional lumber and engineered lumber sizes.
3. Load paths from roof of foundation.
4. Truss design drawings with calculations and attachment details.
5. Structural shutter and hardware design details if applicable.
6. Plumbing riser diagram.



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SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

OFFICE USE ONLY

## FOR OFFICE USE ONLY

Building Permit # \_\_\_\_\_ Building Permit Fee \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Approved by \_\_\_\_\_

## APPLICANT INFORMATION

Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect or Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor or Builder: \_\_\_\_\_ Phone: \_\_\_\_\_

License #: \_\_\_\_\_

**THIS APPLICATION MUST BE APPROVED AND A PERMIT MUST BE ISSUED  
BEFORE BEGINNING WORK**

The undersigned hereby applies for a permit to do the following work which will be done in accordance with the description, plans, building, and zoning specifications submitted, and such special conditions as may be indicated on the permit, and pursuant to the Workman's Compensation laws of this State of New York and all other State and Federal laws, rules, and regulations.



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## PERMIT REQUESTED

Building  Plumbing  Certificate of Occupancy  Change of Use  Demolition

## TYPE OF IMPROVEMENT

New Building  Addition/Alteration  Swimming Pool  Repair (Replacement)

Bulkhead (New or Repair)  Other  Fire Alarms  Oil Tank Removal

## PROPOSED OR EXISTING USE RESIDENTIAL

One Family  Two Family  Apartment Building  Transient (Hotel or Motel)

Garage or Accessory Structure  Other (Specify)

## NON-RESIDENTIAL

Industrial  Office, Bank, Professional  Stores, Mercantile  Church, Other Religious

Hospital, Institutional  School, Library  Amusement/Recreational  Parking Garage

Service Station, Repair  Tanks, Towers  Public Utility  Other (Specify)

## DESCRIBE IN DETAIL THE WORK TO BE PREFORMED

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## ESTIMATED PROJECT COST

General Construction \_\_\_\_\_ Total Cost \_\_\_\_\_

*\*\*Excluding process equipment, interior furnishings, refrigeration, or cooking equipment\*\**



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SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

**READ THE FOLLOWING AND SIGN BEFORE A NOTARY**

I, \_\_\_\_\_ hereby certify that I have received, read, and understand all the enclosed instructions regarding the Building Permit Application for the Village of Patchogue 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 Patchogue to occupy the dwelling to be erected on this property until a certificate of occupancy is issued by the Village Building inspector.

All proposed work to be done on the described premises and all provisions of the Building Codes and 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.

\_\_\_\_\_

Signature of Owner, Owner's Agent, Architect, Contractor, Plumber

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Notary Public, Suffolk County, New York



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## INSPECTION REQUIREMENTS

The following inspections will be required for all permits. It is the property owner's responsibility to schedule all inspections with the Village of Patchogue's Building Department at 631-475-4300 opt 5.

*Please note that there will be a **1-hour window** for all inspection appointments.*

- FOOTINGS
- FOUNDATIONS
- FRAMING
- STRAPPING
- PLUMBING
- ELECTRICAL
- INSULATION
- FINAL INSPECTION

A rough and final electrical inspection must be conducted by a licensed electrical underwriter and an Underwriters Certificate must be obtained and presented to the Building Inspector at the final inspection. ***No Certificate of Occupancy or Certificate of Compliance will be issued without an Underwriters Certificate.***

When Suffolk County Health Department approval is required, ***no Certificate of Occupancy or Certificate of Compliance will be issued without an Underwriter's Certificate.***

I have read the inspection requirements and understand that it is my responsibility to contact the Village of Patchogue Building Department for all required inspections.

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES  
(In accordance with Title 19 NYCRR PART 1265)**

**OWNER OF PROPERTY, SUBJECT TO PROPERTY ADDRESS AND TAX MAP NUMBER:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE TAKE NOTICE THAT THE (CHECK ALL THAT APPLY):**

- New Residential Structure
- Addition to Existing Residential Structure
- Rehabilitation to Existing Structure

**TO BE CONSTRUCTED OR PREFORMED AT THE SUBJECT PROPERTY REFERENCE ABOVE WILL UTILIZE (CHECK ALL THAT APPLY):**

- Truss Type Construction (TT)
- Pre-engineered Wood Construction (PW)
- Timber Construction (TC)

**IN THE FOLLOWING LOCATION(S) (CHECK ALL THAT APPLY):**

- Floor Framing, Including Girders and Beams
- Roof Framing (R)
- Floor Framing and Roof Framing (FR)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

CAPACITY (CHECK ONE):  OWNER  OWNERS REPRESENTATIVE