

APPLICATION FOR GENERAL BUILDING PERMIT

VILLAGE OF ASHAROKEN

1 Asharoken Avenue, Northport, NY 11768

Office: 631-261-7098 Email: MGlennon@asharokenny.org

Building Inspector: Doug Adil 631-935-5501 Email: DougAdil1@gmail.com

NO WORK ON WEEKENDS - WORK HOURS: MONDAY - FRIDAY 8:00AM - 5:00PM

Date: _____ Email: _____

Applicant Name: _____ Phone #: _____

Address: _____ SCTM#: 0401 _____

1. Application must be filled in and notarized. Submit **(4 copies)** to the Village Clerk's Office.
2. Application must include the following:
 - ✓ Plans and specifications **(Folded 4 copies)** for the proposed construction or alteration including foundation plans, all floor plans, all elevations, depth and location of all excavation, section showing riser diagram for plumbing, means and location of sewage disposal and structural details.
 - ✓ Site Plan/Plat: **(Folded 4 copies)** drawn to scale showing the actual dimensions of the lot, the size of the building or part thereof to be erected and the location of the building on the lot with distances from boundaries and any other structures on the lot (ex. Generator, AC Units, Decks, Solar Units, Pool Equipment).
3. All other permits required by Conservation, Suffolk County Dept of Health Services, USACOE, NYSDEC, and Environmental Review Board are the responsibility of the applicant. A building permit will not be issued unless the applicable permits are approved by the noted agencies.
4. Plans and specifications must conform to NYS Fire Prevention and Building Code for alterations which affect the structural safety of the building. Plans must be stamped with the seal of licensed architect or a professional engineer, either licensed in New York or allowed to practice in New York.
5. Insurance Documents: Certificate of Liability, Workers Compensation and NYS Disability proof of insurance is required, noting the Village of Asharoken as the Certificate Holder.
6. All Checklist Sheets for (Demolition Permit, Generator Permit & Inground Swimming Pool Permit) must be included in the Building Permit Application Packet.
7. The Building Permit Application Packet must be filed with the Village Clerk; the Building Inspector will then review the application; allow four weeks for review. Once the Building Permit Application is Approved, the Permit fee must be paid in full (payable to "Incorporated Village of Asharoken").
8. Work covered by the Building Permit Application may not commence until a Building Permit is issued and the building permit is posted and visible from the roadway.
9. Inspections: **(See Required Inspection form)** Contact the Building Inspector; Doug Adil 631-935-5501 for all inspections.
10. No building hereafter erected shall be used or occupied in whole or in part, until a Certificate of Occupancy shall have been issued by the Building Department. A New York State Board of Underwriters Certificate (or equivalent inspection agency) for the electrical inspection is required for issuing a Certificate of Occupancy.
11. The New York State Uniform Fire Prevention and Building Construction Code have been adopted by the Village of Asharoken and shall be complied with. A separate Certificate of Approval from the Suffolk County Department of Health for sewage disposal should be obtained before backfilling. Must supply the elevation certification after the completion of a New Construction or addition.

APPLICATION

1. Location of proposed work (address) _____
2. Nature of work: New Building: _____ Addition: _____ Alteration: _____ Repair: _____
Solar Panels: _____ Driveway: _____ Deck: _____
Gas Conversion: _____ Generator: (see checklist) _____ Swimming Pool: (see checklist) _____
Bulkhead: _____ Accessory Structure: _____ Shed: _____ Roof: _____
Entrance Pillars: _____ Fencing: _____
3. Estimated cost of Project, (used to determine building fee) exclusive of cost of land \$ _____
4. Total Sq. Ft. of new construction: _____ Sq. Ft.
5. Total Number of Bathrooms adding#: _____ Bedrooms adding#: _____ Fixtures adding#: _____
6. New Structures: Amount of material to be removed or excavated in digging cellar or foundation
_____ CU. FT.
7. Does proposed construction violate any zoning laws, ordinances, or regulations or require a variance?

 - a. Is this for an Accessory Building? _____ What is the intended Use: _____
 - b. Is a Special Use Accessory Permit required? _____
8. **Name of Deeded Owner of Premises** _____
 - a. Address _____ Phone # _____
 - b. E-Mail: _____ Mobile: _____
 - c. **Name of Architect** _____ Address: _____
 - d. E-Mail: _____ Mobile# _____
 - e. **Name of Contractor** _____ Address: _____
 - f. E-Mail: _____ Mobile# _____

Please note the applicant, circle (**Owner, Agent, Architect, Engineer or Contractor**).

Signature of Applicant: _____

STATE OF NEW YORK

COUNTY OF

_____, being duly sworn, deposes and
(NAME OF INDIVIDUAL SIGNING THE APPLICATION)

States the name of applicant & title _____, for said owner or owners, is Duly authorized to perform the said work noted in this application; and that all the statements contained in this application are true and to the best of his 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 herewith.

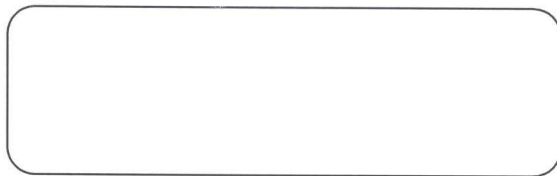
(SIGNATURE OF APPLICANT)

Sworn to before me this

_____ day of _____ 20_____

Signature of Notary Public

Notary Stamp



As the deeded owner of the property for which the building application is being applied for, please consent and sign below that the information noted on the building permit application is true.

Sign: _____

Deeded Owner of the noted property must sign and have notarized.

Deeded Owner Name: _____ Date: _____

Checklist of Required Documents

- **Building Permit Application (4 copies, notarized):** _____
- **Construction Plans (4 sets, signed, sealed & folded):** _____
- **Property Survey (4 sets, signed & sealed):** _____
- **Suffolk County Health Dept. approval (Original Red Stamp) is required:**
- For all existing dwellings where the # of bedrooms exceed 4.
- For all new dwellings.
- **New York State DEC Full Permit:** _____
- **New York State DEC Letter of Non-Jurisdiction & Survey:** _____
- **Two copies of the H.E.R.S. Cert. (Home Energy Rating System)** _____
- certified by HERS rater
- **Two copies of the Manual J, Manual D and Manual S** _____
- **One copy of Energy Compliance 3rd party testing** _____
- **Two copies of the RES Check (residential Energy Score)** _____
- **Certificate of Insurance (naming VOA as certificate holder)** _____
- **Certificate of Workers Comp. Insurance for General Contractor** _____
- **NYS Disability Insurance:** _____
- **Permit Fee: (\$100 for 1st \$1,000; \$20.00 for every \$1000 thereafter)** _____

Items to be Verified by Applicant.

- **Stormwater control measures (silt fence and hay bales) required during construction**
- **Construction fence required around perimeter of property**
- **Provide FEMA Flood Zone, Check FEMA website: <https://msc.fema.gov/portal/home>**
- **Driveway construction: when replacing a permeable driveway (stone, grass, dirt) with an impermeable driveway (asphalt, concrete, pavers) then stormwater control is required. Drywells or other drainage measures must be installed, sized to accommodate a 4-inch rainfall in 24 hours.**
- **Zoning Information: A Zone=10,000sqft; B Zone=1 Acre; C Zone=2 Acre**
- **Maximum Building Height; go to www.asharoken.com for ECode360 Village code**
- **Side yard setbacks; go to www.asharoken.com for ECode360 Village code**
- **Fog Line requirements (driveway aprons, curbing, see attached Fog Line Detail) detail information found at www.asharoken.com ECode360 Chapter 104-1.**
- **Contractor Signs are not allowed unless they are attached to the building that is under construction.**
- **All deliveries must be made between 8am and 5pm.**

Checklist of Required Inspections

1. **Site Inspection: (Excavation, Perimeter Safety Fence, Silt Fence, Hay Bales)** _____
2. **Footings:** _____
3. Footing forms with rebar _____
4. **Foundation wall forms with rebar & waterproofing** _____
5. **Rough Framing, including all Load Path connectors** _____
6. **Insulation** _____
7. **Plumbing (Rough) including water leak test of the system** _____
8. **Plumbing (Final)** _____
9. **Mechanical equipment, including exterior located equipment** _____
10. **Provide plywood window protection for each new window or evidence of Impact Rated glass** _____
11. **Pool enclosure requirements (where applicable)** _____
12. **All emergency backup generators, exterior A/C condensers, and pool equipment must be elevated to BFE when located in a flood zone. Homes located in a VE flood zone have special requirements affecting foundation design, floor elevation, equipment elevation and swimming pool design.**
13. **In flood zones, all fasteners for Load Path connections must conform to IBC sec. 2304, including stainless steel and zinc coated fasteners.**

Required Submission for a Certificate of Occupancy

1. **Foundation Location Survey (APPROVAL REQUIRED PRIOR TO FRAMING)**
2. **Final Survey with Elevation Certificate (FEMA Form)**
3. to https://www.fema.gov/sites/default/files/2020-07/fema_nfip_elevation-certificate-form_feb-2020.pdf for information or insert hyperlink.
4. **Electrical Inspection Certificate (BOARD OF FIRE UNDERWRITERS)**
5. **Professional Engineer affidavit for drainage system**
6. **Final nailing affidavit**

The Building Inspector must be notified FIVE (5) business days prior to the required inspection.

PERMIT REQUIREMENTS CHECKLIST FOR STANDBY GENERATOR

Questions: dougadil1@gmail.com or mgiennon@asharokenny.org

PLEASE INCLUDE ALL ITEMS BELOW WITH YOUR BUILDING PERMIT APPLICATION PACKET.

1. Cover Sheet to include the following items below.
 - Name & address
 - Suffolk County Tax Map Number [SCTM]
 - Make & model of equipment.
 - Manufacturers' specifications cut sheets.
 - Power produced in kilowatts [kw]
 - Fuel type (Natural Gas, Propane, Diesel or Gasoline)
2. Diagram showing dimensions and generator setbacks from structures & property lines on a copy of survey that is to scale (See Note Below)
3. Statement by plumber/installer on their Letterhead: "Installation is in compliance with Residential Code of NYS 2020, NFPA 37 and Village of Asharoken Zoning Codes".

CHECKLIST REVIEWED BY:

(Print or type name here)

(Title)

(Signature)

(Date)

REVIEW STATUS:

___ Accepted

___ Rejected for Corrections

___ Comments: _____

Note: Generator shall be installed per manufacturer's requirements, with a minimum of 60 inches clearance to all windows, doors and vegetation taller than 12 inches, and a minimum of 48 inches to soffits or cantilever above. Installation manual is required on site for Inspector reference.

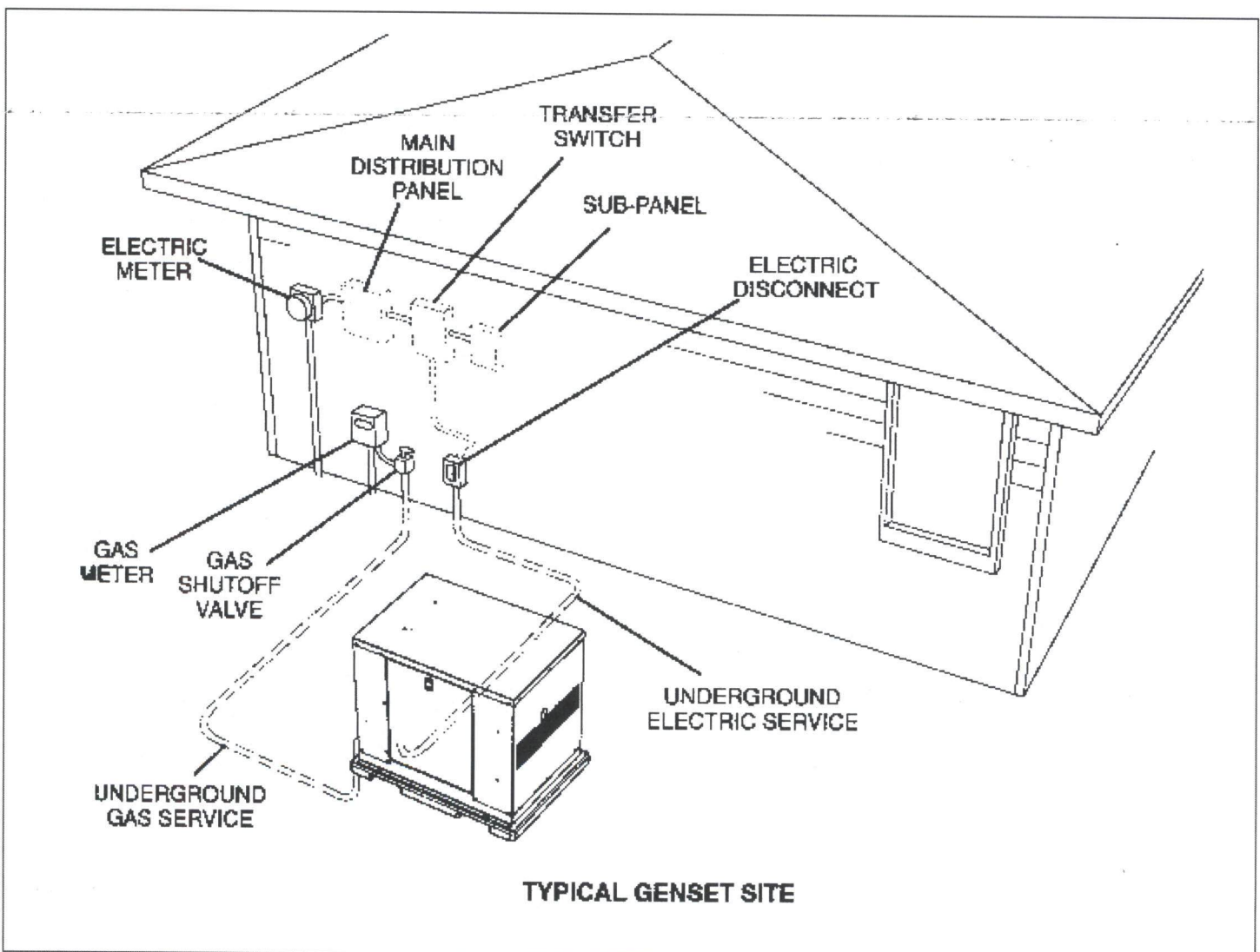
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NO WORK ON WEEKENDS ONLY WEEKDAYS (8AM TO 5PM)**

GENERATOR INFORMATION

Generator Sets that are housed in weather-protective enclosures are designed for installation out-of-doors. Typically, a cement pad is placed in a suitable location, out of sight but with easy access for maintenance and fueling. The generator is secured to the pad. Choose a site close to the electric service and fuel supply lines (natural gas, propane, or diesel). The image below shows a typical natural gas installation. The main distribution panel, transfer switch and sub-panels are inside the building in this example, but more often the distribution panel, sub-panels and transfer switch are outside. You should make sure that 110v power is available at the generator for battery charging.

In flood plain areas, which includes much of Asharoken, elevate the masonry base to 2 feet above grade, or to base flood elevation if available.

The Gen Set must be a minimum of 3 ft from combustable material (NFPA 37). Leave at least 3 ft (or more if the housing and instructions for your particular unit) all around the GenSet enclosure for access to the inside (NEC Art. 110-26a, Art. 110-26b). The GenSet must be at least 5 ft from any opening (window, door, vent, etc.) in a wall, and the exhaust must not be able to accumulate in any occupied area. See figure below.



PERMIT REQUIREMENTS CHECKLIST FOR SWIMMING POOL CONSTRUCTION

Questions: dougadil1@gmail.com or mgiennon@asharokenny.org

PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR BUILDING PERMIT APPLICATION PACKET.

- Name & address, Suffolk County Tax Map Number [SCTM]
- FEMA Flood zone
- Site plan showing location of the proposed swimming pool and any other related structures or equipment, including pool equipment (heater, pump, filter). Pool equipment must be within the setbacks.
- Verify that the pool area shall not occupy more than 40% of the open area of the rear yard.
- Verify that the pool shall be located so that no current-carrying electrical conductors shall cross it, either overhead or underground.
- Provide certification by a Professional Engineer licensed by the State of New York, that the drainage of such pool is adequate and will not interfere with the public water supply system, with existing sanitary facilities, with adjoining property owners or with the public highways.
- Construction details for the pool, per Residential Code of NY State, 2020 edition. Details must include:
 - ✓ section through the pool, dimensioned plan, wall detail, spa wall/seat detail (if applicable).
 - ✓ pile plan, pile cap details, grade beam details when piles are required ('VE' and 'Coastal A' flood zones).
 - ✓ Pool specifications notes; Helical pile specifications, as applicable.
 - ✓ Pool construction materials specifications (concrete, rebar, piles)
- Pool barrier (fence) layout on the site plan, with fence and gate details shown. For properties where the dwelling forms part of the barrier, doors leading into the area must be alarmed, and windows opening to the pool area must have opened limiting devices.
- Pool alarm specifications, including manufacturer information.
- Where a powered automatic safety cover is provided, no pool alarm is required. Provide details for the safety cover, including manufacturer cut sheets.
- Construction drawings for a Cabana (if applicable) per Residential Code of NY State, 2020 edition.

CHECKLIST REVIEWED BY:

(Print or type name here)

(Title)

(Signature)

(Date)

REVIEW STATUS:

___ Accepted

___ Rejected for Corrections

___ Comments: _____

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