

APPLICATION FOR GENERAL AND DEMO 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: _____
Demolition: (see checklist) _____ Solar Panels: _____ Driveway: _____ Deck: _____
Gas Conversion: _____ Generator: (see checklist) _____ Swimming Pool: (see checklist) _____
Bulkhead: _____ Accessory Structure: _____ Shed: _____ Roof: _____
Entrance Pillars: _____ Fencing: _____ Excavation: _____ (see application)
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. DEMO Application: Fill out form attached and supply the documents.
7. Excavation Application: Fill out form; attached.
8. New Structures: Amount of material to be removed or excavated in digging cellar or foundation
_____ CU. FT.
9. 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? _____
10. **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.

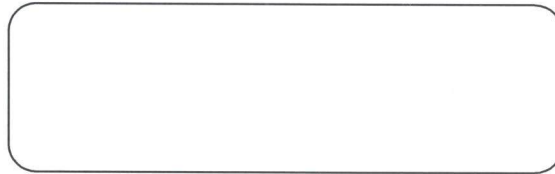
(SIGNATURE OF APPLICANT)

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: _____

DEMOLITION PERMIT APPLICATION CHECKLIST †

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

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

- Demo Permit Application- Completed and Demolition Permit Fee Paid **(\$300 per structure) †**
- Utility Disconnection Letters provided for Electric Power, Gas and Water, indicating that the utilities have been disconnected from the structure(s) to be demolished.
- Asbestos Inspection Report- Inspection report by a licensed third party certifying there is no Asbestos present in the structure(s) prior to demolition. †
- Completed Checklist Signed by the Applicant or the Licensed Design Professional †
- Three (3) Copies of a Plot Plan sealed by a Surveyor, identifying all Existing to remain and all structures to be demolished. The following must be included on the plot plan: †
 - ✓ Show all dimensions of all property lines, including scale used.
 - ✓ North direction identified. †
 - ✓ Easements for utilities including overhead. †
 - ✓ Name of all adjacent roads, location of any body of water within 100 feet of the property line. †
 - ✓ Section, Sheet, Block, and Lot
 - ✓ Property Owner's name. †
 - ✓ All existing structures (including pools)-shown and labeled as to their use and the distance from the proposed structure and property lines. †
 - ✓ Location of construction safety fence, silt fence, hay bales.
- FILL: If additional fill is needed at the project site, please include on the Demo Permit Application the approximate amount of Fill. Per Village Code approval of a FILL/EXCAVATION PERMIT is reviewed by Conservation Board and permit required by the Board of Trustees at a regular scheduled Board Meeting.

Checklist Completed By:

_____ (Print or type name here) _____ (Title)

(Signature)

(Date)

(Do not write below this line, for Official Use Only) _____

_____ Application/Permit Number †

_____ Accepted _____ Denied

Checklist Reviewed by:

(Print or type name here)

(Title)

(Signature)

(Date)

**NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE
NO WORK ON WEEKENDS ONLY WEEKDAYS (8AM TO 5PM).**