



INCORPORATED VILLAGE OF OCEAN BEACH

P. O. Box #457, Ocean Beach, NY 11770

Phone 631 583-5940/Fax (631) 583-7597

www.villageofoceanbeach.org

BUILDING PERMIT APPLICATION CHECKLIST

Applicant: This worksheet is presented as a guide for your preparation of a complete building permit application. Please be careful to include all the documents and items required for the proposed work. The Building Permit Fee Schedule is available on the Village website www.villageofoceanbeach.org

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Checklist as applicable:

- Building Permit Application - must be signed and notarized by owner or agent (see below).
- Owner's Authorization if owner is being represented by an agent, an owner's authorization must be signed and notarized.
- Construction Plans: will be required for all new or rebuilt structures and interior alterations. See below for RA/ PE requirements. Not required for ordinary finish type or replacement work. Four (4) sets of drawings for Residential/Four (4) Sets of drawings for Commercial (1/4" scale ONLY).
- Energy Calculations for new homes and living space additions
- Two (2) Current Land Surveys: (No more than three (3) years old) depicting all existing conditions
- Plot Plan - shall show existing and proposed work footprints and lot coverage calculations.
Shall show data and calculations pertinent to zoning, setbacks, and FEMA flood zone.
- Landscape Plan by licensed design professional – for new homes
- Ensure no open permits/violations.
- Contractor's Identification and Licenses – Must be received prior to issuance of building permit.
- Contractor Liability Insurance – Village of Ocean Beach as additional insured / certificate holder. Must be received prior to issuance of building permit
- Certificate of Workers Compensation and Disability Insurance– Must be received prior to issuance of building permit. Note: ACCORD forms are NOT ACCEPTABLE proof of Workers' Compensation Coverage. Form CE-200 for exempt contractors
- Form BP-1 if homeowner is doing the work (exemption of workers comp)
- Certificate of Completion required when job is complete.
- All Fees (Non-Refundable) – To be determined on completion of plan and document review.
- If Demolition permit, list Licensed Carter.
- Water Use Permit for jetting of piles
- Debris clearing deposit - Fee as determined by the Board of Trustees
- Final survey required for additions and new structures, decks, sheds
- FEMA Elevation Certificate at completion, may be required.
- Piling Certification
- Flood Plain Development Permit application and fee -
- Signed and Sealed Shop drawings for pools, fire suppression, fire alarm, prefab roof trusses (signed and sealed by PE/RA).

Please be advised that this Building Permit Application only applies to the Village of Ocean Beach. If any other permits, permission or notifications are required from any other agency (town, county, state, federal), it is the sole responsibility of the owner/applicant to complete and file same.

Commercial building permit applications may require approval from the Board of Trustees as recommended by the Architectural Review / Planning Board. These applications MUST include photographs showing all sides of the structure, which shall be properly labeled. In addition, photos taken from the dwelling (looking north, south, east and west), together with photos of neighboring homes or structures shall be submitted. All photos shall be labeled with addresses and shall indicate whether they are situated north, south, east or west of the subject property.



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ADDITIONAL DOCUMENTS AND/OR APPROVALS:

"In addition to obtaining a building permit, the property owner/ applicant must comply with all relevant, state, federal and other regulations and is responsible for applying for and receiving the following permits, as applicable."

- (1) Suffolk County Department of Health Services or Dept. of Agriculture- all food service
- (2) Ocean Beach Dept. of Public Works
- (3) NYS Department of Environmental Conservation
- (4) Fire Marshal – Commercial, Multiple dwellings, fuel tanks, fire alarm, fire suppression, kitchen exhaust hoods
- (5) Zoning Board of Appeals Decision
- (6) Planning Board Approved Site Plan and Approval Resolution
- (7) Board of Trustees Special Exception Determination
- (8) State Board of Health – hotels, rooming houses
- (9) Architectural Design Review Board

"It is the responsibility of the owner / contractor to contact the building inspector to schedule all inspections during construction and request C.O. or C. of C. and to renew any permits. Permits that expire prior to close out of project will require a renewal fee"

Requirements for Drawings:

Residential:

New or rebuilt structures greater than 250 sq. ft. and certain alterations that involve structural work/life safety shall be signed and sealed by a licensed design professional.

Residential interior alterations involving non load bearing systems and new or rebuilt structures 250 sq. ft or less may be provided by the homeowner or contractor and not signed and sealed as long as they are neat, accurate, to scale and contain all applicable code compliant info as requested by the building inspector.

Commercial:

Commercial Work shall be signed and sealed by a licensed design professional if over \$20,000 in value and/or if public or structural safety is affected.

The Building Inspector has the right to request any additional documentation necessary to determine if the project will be in compliance with applicable codes and laws.

Any questions please contact:

Peter Gelsomine
Building Inspector / Code Enforcement Officer
Email: bldgdept@villageofoceanbeach.org
Phone: 631-583-5940
Fax: 631-583-7597

November 2015



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APPLICATION FOR BUILDING PERMIT (Page 1)

PART I: OWNER INFO – Please type or Print below:

Property Location: _____

Owner(s) of Record: (Full Name) _____

Home #: _____ Cell #: _____ Email Address _____

Mailing Address of Owner(s): _____

PART II: APPLICANT/AGENT:

Agent Responsible for Proposed Work: _____

Work #: _____ Cell #: _____ Email Address _____

Mailing Address: _____

PART III: ARCHITECT INFO

Plans Prepared By: _____

New York State RA / PE License No.: _____ 2 _____

Work #: _____ Cell #: _____ Email Address _____

Mailing Address: _____

PART IV: CONTRACTOR INFO (need copy of license)

Agent Responsible for Proposed Work: _____

Work #: _____ Cell #: _____ Email Address _____

Mailing Address: _____

PART V: ELECTRICIAN INFO (need copy of license)

Agent Responsible for Proposed Work: _____

Work #: _____ Cell #: _____ Email Address: _____

Mailing Address: _____

PART VI: PLUMBER INFO (need copy of license)

Agent Responsible for Proposed Work: _____

Work #: _____ Cell #: _____ Email Address _____

Mailing Address: _____

This Section for Administrative Use Only

Tax Map # 502 - _____ - _____ - _____ Date Received: _____ Permit No: _____

Zoning: _____ New Application: _____ Renewal: _____

Application Amount Paid/Receipt#: _____ Date Issued: _____

Additional Payments: _____ Item No.: _____



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APPLICATION FOR BUILDING PERMIT (Page 2)

PART VII: PROPOSED WORK PROJECT DETAILS

Existing Use of Premises: C. O. #: Date Issued:

Proposed Scope of Work:

Three horizontal lines for describing the proposed scope of work.

Is this project a new building/structure (Yes) (No)

Is this project an addition to building? (Yes) (No) If yes, Sq. Footage Details:

First Floor Second Floor Mezzanine

Is this an alteration or renovation? (Yes) (No) If Yes, Total Estimated Cost:

Additional Info: All measurements in sq. ft.

Tennis Court Pool Deck Patio Garage Shed Other

Demolition of: Name of Carter:

** Will any FILL be brought onto this site? (Yes) (No)

*** Will the property be re-graded to change site contours? (Yes) (No)

PART VIII: NOTARY PUBLIC

APPLICATION IS HEREBY MADE FOR ISSUANCE OF A BUILDING PERMIT pursuant to the Code of the Village of Ocean Beach and the Building Code of the State of New York, and all amendments thereto, for the work as described herein and in the described plans and specifications. The applicant / owner have attested that they have familiarized themselves with the Village of Ocean Beach Zoning and Building Codes.

STATE OF NEW YORK)

COUNTY OF SUFFOLK) SS.: being duly sworn (PRINT) NAME OF INDIVIDUAL SIGNING APPLICATION

deposes and says that he/she is the applicant above named. He/She is the OWNER, AGENT, CONTRACTOR, OFFICER, RA, PE, ETC.

of said owner or owners, and is duly authorized to perform the said work, as described in the attached plans and specifications, and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief; and that the work will be performed in the manner set forth in this application, plans and specifications filed herewith.

"In addition to obtaining this permit, the applicant must comply with all relevant state, federal and other regulations."

SIGNATURE

Sworn to before me this

day of, 20

NOTARY PUBLIC

This Section to be completed by the Building Inspector

Building Inspector Approval: Date of Approval:

Building Inspector Denial: Date of Denial: Reason:

November 2015

