



## INCORPORATED VILLAGE OF OCEAN BEACH

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

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

[www.villageofoceanbeach.org](http://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.

#### **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). **(Breakdown square footage for existing and proposed).**
- 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 for FEMA Flood Zone, CEHA and LiMWA Zones.
- 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. Village of Ocean Beach as additional insured/certificate holder. Must be received prior to issuance of building permit.
- Form BP-1 if homeowner is doing the work (exemption of workers comp)
- 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 (separate check required).
- Debris clearing deposit - Fee as determined by the Board of Trustees
- 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).

##### **REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY/CONTINUED USE OR COMPLETION:**

- ❖ Certificate of Occupancy for new dwelling. Certificate of Completion required when job is complete.
- ❖ Final survey required for additions and new structures, decks, sheds.
- ❖ FEMA Elevation Certificate at completion, may be required.
- ❖ Piling Certification.
- ❖ Electrical Certification.
- ❖ ACH50 "Blower Door Test Certification" for newly built homes, complete renos and change in space conditions.

**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.

A Building Permit may take up to 30 days to be finalized depending on the scope of the work and the time needed to fully address a new full set of plans.



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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:

Building Inspector / Code Enforcement Officer  
Email: [bldgdept@villageofoceanbeach.org](mailto:bldgdept@villageofoceanbeach.org)  
Phone: 631 583-5940  
Fax: 631 583-7597

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FOR OFFICE USE ONLY

Current Licenses and Insurances Checked:  
\_\_\_\_\_ Worker's Compensation Policy  
\_\_\_\_\_ Liability Insurance  
\_\_\_\_\_ Suffolk County License



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BP2017-\_\_\_\_\_

**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 - S \_\_\_\_\_ - B \_\_\_\_\_ - L \_\_\_\_\_ 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:

Is this project a new building/structure (Yes/No) If yes, Sq. Footage Details:
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:





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P.O. BOX 457, OCEAN BEACH, NEW YORK 11770-0457

TEL: (631) 583-5940 FAX: (631) 583-7597

**Tax Parcel Number:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**APPLICATION FOR CERTIFICATE OF OCCUPANCY/CONTINUED USE—\$300.00**  
**CERTIFICATE OF COMPLETION—\$100.00**

Date Received \_\_\_\_\_, 2017  
To the Code Enforcement Official, \_\_\_\_\_, New York

Having complied with the provisions of the Code of Ordinance of the Inc. Village of Ocean Beach with respect to the filing of any necessary plans and specifications, I hereby apply for a Certificate of Occupancy as required in the Code of Ordinance of the Inc. Village of Ocean Beach and the New York State Fire Prevention and Building Code to apply to the following described premises:

**Located at** \_\_\_\_\_  
(Address)

The dimensions, shape and location of the existing and proposed buildings or structures with their extensions and projections thereon are as shown on the plans, drawn to scale, submitted herewith and made a part of this application.

If to be used for manufacturing or business purposes, state exact nature thereof. If to be used for residential purposes, state the number of families. In either case, give full particulars respecting each building or structures. If only part of the premises is to be used and the Certificate is desired for only that part, state exactly what is desired.

**It is proposed to occupy or use the premises, buildings or structures or parts thereof for the following purposes:** \_\_\_\_\_

**The buildings or structures now on the lot are used for the following purposes:** \_\_\_\_\_

**The heights of the main and accessory buildings or structures are as follows:** \_\_\_\_\_

**The premises, which are subject to this application, are owned by:** \_\_\_\_\_

**Name and Address of individual to whom this certificate is to be issued:**  
\_\_\_\_\_  
\_\_\_\_\_

**I will contact the Inspector to schedule this inspection YES \_\_\_\_\_ NO \_\_\_\_\_**

**Inspector please contact \_\_\_\_\_ at \_\_\_\_\_ to schedule inspection.**

\*\*\*\*\*

I hereby certify that the above statements and data are correct and true to the best of my knowledge and belief.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ CR# \_\_\_\_\_