



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). **(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
- 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
- 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.

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:

Building Inspector / Code Enforcement Officer

Email: bldgdept@villageofoceambeach.org

Phone: 631 583-5940

Fax: 631 583-7597



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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.

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:



Building Permit Fee Schedule (Residential)

All fees are Non-Refundable

NAME: _____ **ADDRESS:** _____ **BP:** _____

General

	AMOUNT	TOTAL
Alteration 1 (Remove and replace with like size and kind)	\$ 50	
Alteration 2 (Reconfigure space, add elements, new roofs)	\$150	
Alteration 3 (More than 50% of sq. ft. of bldg.)	\$175 + .50 x sq. ft.	
Elevate a Building	\$275 + .25 x sq. ft. footprint	
Emergency Summer Permit	\$ 50	
New Construction (Habitable space)	\$250 + 1.25 x sq. ft.	
New Construction (Decks, sheds, showers, balconies)	\$250 + .50 x sq. ft.	
Ordinary Repairs and Maintenance Permit	No charge	
Relocate a Building	\$300 + .50 x sq. ft.	
**Fire Alarm/Burglar Alarm	\$100	

Miscellaneous

	AMOUNT	TOTAL
C of C, C of O, CEU	\$300	
Coastal Erosion Hazard Area (CEHA)	\$500	
Demolition	\$500	
Fence	\$100	
Fireplace/Wood Stove	\$ 75 each	
Flood Plain Application	\$500	
Permit Renewal (maximum 2 times)	Half original fee	
Permit after Stop Work Order	3x orig. fee (no maximum)	
Special Permit Application to Planning Board/ARB	\$1,500 + assoc. extra costs	
Swimming Pool/Hot Tub	\$300 each	
Village Water Use for Jetting	\$400 (Separate check please)	
Zoning Board of Appeals	\$1,500 + assoc. extra costs	

Plumbing/Mechanical

	AMOUNT	TOTAL
Heating Unit/Boiler	\$ 50 each:	
HVAC	\$ 40 each:	
New Plumbing Fixtures	\$ 60 each:	
Plumbing Only (Renovate, repair)	\$ 75 minimum	
Water Heater	\$ 40 each:	

Electrical

	AMOUNT	TOTAL
Electric Only (Renovate, repair)	\$100 minimum	
Solar Installation	\$ 75	

Final Total: _____

** Applies to Commercial and Residential Structures



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Building Permit Fee Schedule (Commercial)

All fees are Non-Refundable

NAME: _____ **ADDRESS:** _____ **BP:** _____

General

	AMOUNT	TOTAL
Alteration Level 1 (Remove and replace with like size and kind)	\$100	
Alteration Level 2 (Reconfigure space, add elements, new roofs)	\$250	
Alteration Level 3 (More than 50% of sq. ft. of bldg.)	\$500 + \$.50 x sq. ft.	
Elevate a Building	\$275 + \$.25 x sq. ft. footprint	
New Construction (Habitable space)	\$250 + \$1.25 x sq. ft.	
New Construction (Decks, sheds, showers, balconies)	\$250 + \$.50 x sq. ft.	

Miscellaneous

	AMOUNT	TOTAL
Alarm Permit	\$100	
C of C, C of O, CEU	\$300	
Coastal Erosion Hazard Area (CEHA)	\$500	
Demolition Permit	\$500	
Fence Permit	\$100	
**Fire Alarm/Burglar Alarm	\$100	
Fireplace/Wood Stove	\$ 75 each	
Flood Plain Application	\$500	
Permit after Stop Work Order	3x original fee – no maximum	
Permit Renewal (can be renewed up to 2 times)	Half original fee	
Special Permit Application to Planning Board/ARB	\$1,500 + assoc. extra costs	
Swimming Pool/Hot Tub	\$300 each	
Village Water Use for Jetting	\$400 (Separate check please)	
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Plumbing/Mechanical

	AMOUNT	TOTAL
Heating Unit/Boiler	\$50 each:	
HVAC	\$75 each:	
New Plumbing Fixtures	\$60 each:	
Plumbing Only (Renovate, repair)	\$75 minimum:	
Water Heater	\$40 each:	

Electrical

	AMOUNT	TOTAL
Electric Only (Renovate, repair)	\$100 minimum	
Solar Installation	\$ 75	

Final Total: _____

** Applies to Commercial and Residential Structures