

Village Building Inspector (By Appointment) 941-9412 oldfieldli@aol.com
VILLAGE OF OLD FIELD

BUILDING PERMIT APPLICATION INSTRUCTIONS

THREE (3) copies of the following items must be submitted with the Building Permit Application:

1. **Application** (original application plus 2 copies).
2. **Property deed**
3. **Building plans**, signed and sealed by N.Y.S. licensed architect or professional Engineer.
4. Complete property **survey**, not more than 10 years old, showing location of all existing structures.
 - New House: Must show proposed location of house (text boring).
 - If property is within 500 feet of the following bodies of water, survey must show distance and direction:

- | | | |
|--------------------|----------------|----------------------|
| 1. Conscience Bay | 3. The Narrows | 5. Long Island Sound |
| 2. Setauket Harbor | 4. Flax Pond | 6. Smithtown Bay |

A Topographical Survey may be required by Inspector if pertinent to contour of land and permit requested. Upon preliminary review, Inspector will notify applicant if applicable.

5. ***Copy of all existing Certificates of Occupancy for property.***
6. ***Owner and contractor affidavit (signed and notarized).***
7. ***Worker's Compensation Insurance Certificate.***
8. ***Special permits will be required if project is located in:***
 1. Flood Plain (Village and NYS DEC permits)
 2. Tidal Wetlands (NYS DEC permit)
 3. Fresh Water Wetlands (Village and NYS DEC permits)
 4. Coastal Erosion High Hazard areas (Village permit)
 5. Within 500 feet of Brookhaven Town or Suffolk County Waters (Town and County permits)

It is the responsibility of the applicant to obtain the necessary special permits from the respective government agencies. **BUILDING PERMIT FEES ARE ESTABLISHED BY THE INSPECTOR (SEE GENERAL TERMS AND CONDITIONS) AND ARE PAYABLE AT TIME PERMIT IS ISSUED.**

PLEASE RETAIN THE “GENERAL TERMS AND CONDITIONS” FOR YOUR RECORDS

VILLAGE OF OLD FIELD
GENERAL TERMS AND CONDITIONS
FOR BUILDING PERMITS

1. No work may begin without a building permit.
2. Building permit fees are established by the Village Building Inspector. Fees are based on ½ of 1% of the total cost of all construction (new buildings, alterations of existing buildings, tennis courts, deck, dock, etc.) Estimated or contract construction costs shall be based upon present day average figures, as verified and approved by the Inspector. Average construction cost is \$200.00 minimum per square foot.
3. Applications for Building Permits require a minimum of two weeks for review by Building Inspector, Environmental Council, and Board of Trustees.
 - A. Each application must be submitted for review no later than the last Tuesday of each month.
 - B. The Environmental Council meets the first Tuesday of each month for review of permit application and site inspections. The applicant must prepare the site for inspection in the following manner:
 - stake location of building, alteration, etc.
 - clearly mark the extent of proposed clearing including trees and shrubs.
 - Hand-cut a path if site location is not easily accessible.
 - C. The Village Board of Trustees meets the second Tuesday of each month at 7:00 PM to act on applications review by Inspector/Environmental Council. In certain instances, additional information from applicant may be required.
 - D. Applicant may call the Village Clerk at 631-941-9412 during business hours (9AM-3PM) after the Board of Trustees meeting regarding the status of the permit application.
4. Building Permit will be dated the date of Board approval. The Permit fee is to be paid within 60 days or the permit will become null and void. The permit should be clearly posted by the road at the end of property driveway.
5. Inspections by the Building Inspector are required in order to ensure the terms and conditions of the permit have been met. Inspection appointments can be made with the Inspector by calling Village Hall at 631-941-9412. The inspection schedule is as follows:

1. Foundation 2. Framing 3. Insulation (as appropriate) 4. Final

A foundation location survey is required before any framing commences

BUILDING PERMITS ARE VALID FOR ONE YEAR FROM ISSUED DATE AND MAY BE RENEWED AT THE BUILDING INSPECTOR'S RECOMMENDATION.

6. It is the responsibility of the applicant to obtain all necessary Special Permits from the DEC, Town of Brookhaven and Suffolk County and to provide these to the Village prior to the issuance of a building permit.

NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL SPECIFIED AND SPECIAL REQUIREMENTS ARE MET.

7. It is the responsibility of the resident to notify hired contractors of the following:
Contractors are restricted in the use of machinery as follows:
- use of earthmoving machinery may not begin before 8:00 AM and must end at 6:00 PM
 - contractors may not work on Sunday or New York State Legal Holidays.
8. Where fill is required and approved, the soil must be clean and compatible with good drainage and soil stability. A bond to protect roads may be required, after consultation with Village Engineer.
9. All operations under this permit shall be done in an environmentally sound manner. The removal, redepositing and storage of material must not undermine, weaken or deprive of support, lands in the vicinity.
10. Excavating, filling and regrading must not adversely affect the waterways within the Village limits or adjacent lands, roadways and waters and must not substantially change the course of any channel or the natural movement or flow of any water. The aforementioned shall be only the minimum required to stabilize the land and buildings.
11. No more than 30% of the land may be cleared.
- 12. A Certificate of Occupancy is required before using the premises.**
Items required:
- A. \$25.00 fee.
 - B. Final (certified) survey showing the location of all pre-existing structures and all new construction.
 - C. Suffolk County Health Department approval (if applicable).

- D. Certified statement from architect or Suffolk County Health Department stating that sanitary system is adequate for proposed.
- E. Electrical Underwriters Certificate

ALL BUILDING PERMITS ARE SUBJECT TO COMPLIANCE WITH SECTIONS 121-57 AND 121-60 OF VILLAGE CODE.

IF PERMITTED WORK DOES NOT CONFIRM TO THE TERMS AND CONDITIONS OF THE PERMIT, A STOP WORK ORDER WILL BE ISSUED.

For Village Use Only

PERMIT NO. _____

NAME: _____

ADDRESS: _____

FEE: _____ DATE RECVD: _____ DATE APPROVED: _____ DATE DISAPPROVED: _____

VILLAGE OF OLD FIELD

APPLICATION FOR BUILDING PERMIT

PROPERTY ADDRESS: _____

SECTION _____ BLOCK _____ LOT _____

LOT SIZE _____ NONCONFORMING TYPE: SIZE _____ BLDG. _____ USE _____

Each application must be typewritten or printed and have all information answered. An incomplete application will not be accepted.

DATE SUBMITTED: _____

APPLICANT: _____

MAILING ADDRESS: _____

OWNER NAME: _____

ADDRESS: _____

TELEPHONE (HOME) _____ (BUSINESS) _____

(CELLULAR) _____

TYPE OF PERMIT

Check appropriate item:

New House _____

Addition to Building _____

Alteration _____

Swimming Pool _____

Demolition _____

Other _____

APPLICATION FOR BUILDING PERMIT

Page 2

DESCRIPTION OF USE AND SIZE OF PROPOSED WORK: _____

ESTIMATED COST OF PROJECT: _____

BUILDING INSPECTOR SIGN OFF: _____

ENVIR. COUNCIL SIGN OFF: _____

VILLAGE CLERK SIGN OFF: _____

OWNER STATEMENT:

By accepting this permit, the applicant agrees to indemnify and save harmless the Village and its officers and employees from any and all claims arising out of or in connection with this permit. I give permission for the Environmental Council to enter my property for site inspections.

I have read the foregoing material and agree to abide by the Village of Old Field General Terms and Conditions for Building Permits and by the decisions of all agencies involved. I understand, further, that I will be responsible for any fees incurred and that said fees must be paid prior to the issuance of any Certificate of Occupancy.

Sworn to me this _____ day
of _____, 20____

(signature of owner)

(notary)

ARCHITECT AFFIDAVIT:

The architect states that the accompanying drawings have been prepared by him _____ or under his supervision _____ or that he has submitted in writing an evaluation of the drawings. He further states that the structure is properly designed for its intended use and in such a manner as to safeguard life, health and property. He further states that the drawings conform to all laws, ordinances, rules and regulations of Federal, State, County, Town, Village and Public utility. He agrees to take full professional responsibility for compliance with this application.

Sworn to before me this _____ day of _____, 20__

(Signature of Notary Public)

Architect _____
NYS Lic. No. _____
Address _____

Phone _____

(Signature of Architect)

OWNER AFFIDAVIT:

Application is hereby made to the Village of Old Field for a building permit for the (construction) (alteration) (addition) (demolition) of _____. I, _____, being duly sworn, state that I am the owner of the property, and that all statements made in this application are true to the best of my knowledge. I have employed, authorized and instructed, or have instructed, or have instructed my agent, _____ to employ the above architect to prepare or evaluate the accompanying drawings. I agree to comply with the provisions of the New York State Building Code and all applicable laws, rules and regulations, and I will not occupy or use the structure until a Certificate of Occupancy has been issued by the Village Building Official.

Sworn to before me this _____ day of _____, 20__

(Signature of Notary Public)

Owner: _____

Address _____

Phone _____

(Signature of Owner)

Owners Authorized Contractor:

Name _____

Phone _____

Address _____

NYS Lic. No. _____

Village of Old Field EAF, p.1

2/2/99

Permit # _____

Location of site _____

Owner _____

Acreage _____

Environmental Assessment Form

Please answer all questions. Mark N/A if question does not apply to your project.

A. Locate the following on your survey, where applicable, labeling each item

- 1) proposed construction site
- 2) area to be cleared
- 3) temporary storage site for excavated material
- 4) temporary storage site for fill
- 5) tidal wetlands
- 6) swampy areas where water collects after rain
- 7) beach
- 8) bluffs

A. Description of project :

1) Briefly describe proposed project :

2) clearing :

a) approximate number of trees to be removed

b) number of shrubs to be removed

c) type of groundcover to be removed : (Check all that apply)

grass _____ weeds _____ poison ivy

_____ grape vines _____ cat briar _____ bramble _____

other (describe)

d) disposal of cleared vegetation : (Check all that apply)

Please Note : no materials may be buried on site.

chipped on site _____ composted on site _____
 trucked out of Village to legal dump site _____
 other : (please describe)

3) excavation : (mark N/A if no excavation)

a) depth _____ feet length _____ feet width _____ feet

b) disposal of excavated material : (Check all that apply)

backfill (structure) _____ chipped on site _____
 re-grading area around construction site _____
 trucked out of Village to legal dump site _____

4) fill : (mark N/A if no new fill to be used)

a) amount of fill needed _____ cu. yards OR truckloads

b) type of fill : (Check all that apply)

sand _____ gravel _____ dirt _____ top soil _____

5) driveway proposal : new _____ existing _____

a) dimensions : length _____ feet width _____ feet

b) turnaround area : length _____ feet width _____

feet

c) other parking areas : length _____ feet width _____

feet

d) proposed materials : gravel/stones _____ asphalt _____

6) trucks needed for proposed project :

a) type of truck :

lumber/building materials _____ small dump truck _____

concrete/heavy boulders _____ truck with bulldozer _____

c) route of trucks in and out of Village

7) methods proposed for preventing excavated materials and fill from causing erosion or being deposited into wetlands or street or onto neighboring properties:

a) hay bales surrounding such materials _____

b) fence lined with plastic around materials _____

c) tarpaulin over materials and staked to ground _____

d) other (please describe) :

AFFIDAVIT :

I, _____, being duly sworn, state that I am the owner _____ or authorized agent _____, of the above property and that all statements made in this application plus pages 1 and 2 of the above EAF are true to the best of my knowledge.

Name _____ Signature _____

Address _____

Sworn to before me this _____ day of _____, year _____

Signature _____

Environmental Council EAF

1) location of project in special area of concern :

- a) flood hazard area _____ zone _____
- b) bluff area _____
- c) coastal erosion hazard area _____
- d) tidal wetlands area _____
- e) freshwater wetlands area _____

1) other permits needed ?

- Army Corps of Engineers _____
- State Department of State Approval _____
- State DEC _____
- County Health Department _____
- County Planning Commission _____

Town of Brookhaven _____
 Village Coastal Erosion _____
 Village Floodplain Development _____

2) Indications of Possible Significant environmental damage :

Type	NA	Probable	Short-term
Long-term			
construction in or near wetland	_____	_____	_____

altered drainage	_____	_____	_____

siltation of surface water	_____	_____	_____

erosion of beach, dune or bluff	_____	_____	_____

loss of wildlife habitat	_____	_____	_____

3) likelihood of substantial environmental damage :

likely _____ possible _____ unlikely _____ notify

4) need for corrective measures :

Type	Recommended measures :
erosion control _____	

re-vegetation _____	

drainage control _____	

privacy fence _____	

other mitigating measures suggested?	

5) Recommendation on permit :

a) denial _____ granting _____ with conditions _____
 b) conditions to be attached to permit :

_____ Date

 (Signature of Environmental Council Chair)