



**BUILDING DEPARTMENT**  
Inc. Village of Sagaponack  
PO Box 600, 3175 Montauk Highway  
Sagaponack, NY 11962  
631-537-0017  
631-537-0612

## **INSTRUCTIONS FOR FILING A BUILDING PERMIT**

### **General Information:**

This information sheet is presented as a guide for your preparation of a complete building permit application. Please include all the documents and items required for the proposed work. All required information must be submitted on Village forms. No substitutions will be accepted.

### **Building Permit Application Requirements:**

1. Building Permit Application
2. Construction plans 1/4" scale to include lighting schedule (not to exceed 2'x3') & 1 digital PDF set
  - 3 sets for residential + 1 digital set
  - 4 sets for commercial + 1 digital set
3. 3 current land surveys prepared within one (1) year of the application date
  - Show existing and proposed work footprints and lot coverage calculations
  - Show data pertinent to zoning and building code regulations including average grade elevation
4. FEMA Elevation Certificate – for flood hazard zones
5. Landscape Plan – 3 sets if applicable
6. Builder/Contractor identification and licenses (Southampton Town) must be received prior to issuance of building permit
7. Certificate(s) of Occupancy and/or outstanding permits(s)
8. Certificate of Workman's Compensation – must be received prior to issuance of building permit
9. Suffolk County Department of Health Services or exemption waiver
10. Brief description of scope of work to be performed
11. Fees – to be determined on acceptance of completed permit application
12. Your street number must be posted as part of your Building Permit Application requirement as per Chapter 30-9G of the Village Code
13. If DEMOLITION permit, please list carter

### **ADDITIONAL DOCUMENTS AND/OR APPROVALS IF APPLICABLE**

1. Any application in flood plan areas will require Planning Board approval if fill is brought onto project site as per Chapter 245-61 (J) of the Village Code.
2. Suffolk County Department of Public Works
3. NYS Department of Environmental Conservation
4. Fire Marshall
5. Zoning Board of Appeals decision
6. Planning Board approval site plan and approval resolution

**Adopted by the Board of Trustees on June 15,2009**

**LOCAL LAW NO. 3 OF 2009**

**A LOCAL LAW ENACTING VILLAGE CODE § 30-9(E)  
TO REQUIRE OFF STREET PARKING  
FOR ALL CONSTRUCTION VEHICLES**

BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE VILLAGE  
OF SAGAPONACK AS FOLLOWS:

SECTION 1. PURPOSE.

The Board of Trustees finds that the vehicles of contractors increasingly use Village roads and road shoulders for parking and/or standing incident to construction activities on nearby residential or other parcels, in the process raising traffic and pedestrian safety risks and causing damage to road shoulders. The Board further finds that all such vehicles should be parked and maintained on the parcel where the contractor is performing work. The purpose of this local law is to require submission of an off-street parking plan incident to issuance of any building permit.

SECTION 2. ENACTMENT OF SECTION 30-9(E).

Section 30-9(E) is enacted as follows:

E. No building permit shall be issued unless (1) the recipient shall provide to the Building Inspector a survey of the premises at which the work is to be conducted, a list of all vehicles that will be used by any person or materialman expected to be at the site either on a regular or occasional basis and a plan acceptable to the Building Inspector depicting the onsite location for the standing or parking of any such vehicle and (ii) the recipient shall provide to the Building Inspector a written acknowledgement that no such vehicles shall be permitted to stand or park on any public or private road or shoulder thereof.

SECTION 3. SEQRA.

This is a Type II action under 6 NYCRR § 617.5(c)(20).

SECTION 4. SEVERABILITY.

Should any part or provision of this local law be decided by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the local law as a whole nor any part thereof other than the part so decided to be unconstitutional or invalid.

SECTION 5. EFFECTIVE DATE.

This local law shall take effect immediately upon filing with the Secretary of State as provided by law, that date being July 3, 2009.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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## **BUILDING PERMIT PROCESS**

### **General Information:**

- ❖ Building Permits are required for most construction, including modifications and repairs to existing structures.
- ❖ The Building Inspector for the Village is in the office on Monday, Wednesday and Friday.

### **Building Permit Application Process:**

1. Building permit application forms with detailed instructions are available from the Building Department at Village Hall
2. An original Building Permit Application must be submitted to the Building Department who will then verify that the application is complete. Page #1 of the Building Permit Application lists all of the information and documents that are required for a complete application.
3. Building Permit Applications which are not completed properly or submitted without the necessary attachments, will not be accepted by the Building Department. Such applications will be returned to the applicant noting the missing documentation.
4. Building permit applications and attachments which are deemed to be complete will be reviewed for compliance with Village Code and the Building Code of New York State.
5. After the application has been reviewed, one of the following actions will transpire:
  - a. building permit will be issued for all applications which may be approved by the Building Inspector without referral to the Planning Board, Zoning Board of Appeals and the Architectural and Historic Review Board.
  - b. building permit applications that are required to be reviewed by the Architectural and Historic Review Board will be referred to the Board as provided for under Chapter 245-74 of the Village Code.
  - c. building permit application will be denied
6. In cases where Building Permit Applications are denied, applicants will be notified and provided with the reasons for such denial and if applicable, with information on the procedures for filing applications with the Planning Board and Zoning Board of Appeals.

7. The Building Department will issue building permits as soon as possible after receiving Board approvals. However, building permits will not be processed if there are outstanding zoning violations.
8. Applicants are responsible to request the required inspections in a timely manner. Certificate of Occupancy cannot be issued without documentation of the required inspections by the Building Inspector.
9. A final inspection should be scheduled by the applicant after the work is completed.



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## **REQUIRED INSPECTIONS DURING CONSTRUCTION PROCESS**

### **General Information:**

This information sheet is presented as a guide for you during the building process. Please contact the Building Department far enough in advance as possible to allow the Building Inspector to schedule the inspection in a timely manner. Any changes in work must be filed with the Building Department prior to the inspections.

### **Required Inspections:**

1. Foundation Inspection  
Requires in progress survey for foundation including elevation to top of foundation
2. Strapping Inspection
3. Framing and rough plumbing inspection
4. Electrical Inspection  
This inspection is performed by an electrical inspector of the electrician's choice
5. Insulation Inspection
6. Final Inspection
7. The following certificates may be required upon the final inspection:
  - a. final survey
  - b. final Board of Health
  - c. solder affidavit
  - d. electrical certificate
  - e. elevation certificate
  - f. completion of any restrictions/covenants imposed by the Planning Board or ZBA
8. Upon approval of final inspection, the Building Inspector will issue a Certificate of Occupancy or a Certificate of Compliance





**AUTHORIZATION AND CONSENT FOR INSPECTION OF PROPERTY**

INSTRUCTIONS: This form must be completed, signed and attached to the application form.

The undersigned, being the \_\_\_\_\_ of the  
(owner or agent)  
property described in the within application, hereby authorizes the Sagaponack Village Building Inspector to enter upon the property described in the within application for the purpose of inspecting such property in connection with the Building Permit Application, and the undersigned hereby consents to said entry for said purposes.

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

\_\_\_\_\_  
(print name of owner or agent)

\_\_\_\_\_  
(signature of owner of agent)

**VILLAGE OF SAGAPONACK FEE SCHEDULE**

**Adopted by the Board of Trustees on  
September 26, 2007**

**REVISED AND ADOPTED DECEMBER 17,2007, APRIL 21,2008,  
May 19, 2008, October 18, 2010, February 22,2011, March 21, 2011, June 13, 2011**

<b>1. <u>Building Permits</u></b>	
a. minimum fee	\$100.00
b. any building permit for habitable space or accessory structure	\$1.00 per square foot
c. swimming pool	\$500.00
d. tennis court	\$500.00
e. hot tubs and similar structures	\$250.00
f. demolition permits	\$500.00
g. fences over 4' height	\$100.00
h. site inspections	\$100.00 each
i. reinspections at option of building inspector	\$100.00 each
j. certificate of occupancy (including final inspection)	\$500.00
k. updated certificate of occupancy (including required inspection)	\$350.00
l. certificate of existing use (including required inspection)	\$500.00
m. any renovation or remodeling project not described hereinabove:	less than 1,000 square feet of area: \$500.00
	more than 1,000 square feet of area but less than 2,000 square feet of area: \$1,000.00
	greater than 2,000 square feet of area: \$2,000.00
n. pre-existing certificate of occupancy	\$250.00
o. residential entry gate	\$250.00
p. certificate of compliance (including final inspection)	\$500.00
q. sign permit	\$150.00
r. fill	\$10.00 per cubic feet

<b>2. <u>Planning Board</u></b>	
a. Subdivision	
i. application	\$2500.00 plus \$500. per lot
ii. preliminary application	\$800. per lot but not less then \$4000.00
iii. final application	\$800. per lot but not less then \$5000.
vi. engineering inspection	\$500.00 per inspection
v. engineering review	\$500.00 per lot payable on filing of preliminary plat application. Total engineering review fee, inclusive of the aforesaid fee, shall be equal to 5% of the Village Engineer's estimated cost of all capital improvements excluding water mains and electric lines, payable as a condition of execution of the final application, but in no event shall be less than the actual cost, whichever is greater
b. Lot Line Modification	\$1000.00 plus \$300.00 per lot
c. Modification of Subdivision or any Re-subdivision	\$1000.00 plus \$300.00 per lot
d. Special Exception	\$750.00
<b>3. <u>Planning Board Site Plan Review</u></b>	
a. waiver of site plan	\$500.00
b. site plan application	\$1000.00
c. site plan review fee	All actual costs incurred on account the engagement of the services of the Village Engineer incident to a review of any site plan
d. engineering review fee	All actual costs incurred on account the engagement of the services of the Village Engineer incident to a review of any site plan
e. modification or amendment of site plan	\$500.00

<b>4. <u>Zoning Board of Appeals</u></b>	
a. area variance and interpretations	\$600.00
b. use variances	\$800.00
c. any other variances	\$350.00
d. appeal from ARB to ZBA	\$500.00
<b>5. <u>Any application for any use or structure where the use or structure was completed without required permit(s)</u></b>	Increase any application fee by 100%
<b>6. <u>AHRB</u></b>	
a. any habitable structure	\$350.00
b. accessory structures	\$250.00
c. others	\$150.00
<b>7. <u>Bed &amp; Breakfast Permit</u></b>	\$250.00
<b>8. <u>SEORA REVIEW</u> - See Chapter 64 at Section 64-9</b>	Reimbursement of actual costs of all consultants

9. <b><u>Conservation Board SH TWN</u></b>	\$500.00
10. <b><u>Wetlands Flagging SH TWN</u></b>	\$225.00
11. <b><u>Any public notice published on behalf of an application by the Village</u></b>	Fee invoiced to the Village by <u>The Southampton Press</u> payable prior to any hearing on any application
12. <b><u>Summer Rental Permit</u></b>	\$250.00
13. <b><u>Special Events Permit</u></b>	\$100.00
14. <b><u>Outdoor Assembly Permit</u></b>	\$100.00
15. <b><u>Peddling Permit</u></b>	\$250.00
16. <b><u>Peddling Vehicle Permit</u></b>	\$250.00
17. <b><u>Tent Permit</u></b>	\$100.00
18. <b><u>Filming/Photography Permit</u></b>	\$500.00 (see Chapter 79 for additional applicable fees)
19. <b><u>Certification of Records</u></b>	\$10.00

Any cost incurred by the Village of Sagaponack for hiring of an outside professional including but not limited to a consultant, engineer or planner in the review of an application will be billed to the applicant.

Any fee set forth hereinabove shall be subject to amendment, including increase, by resolution adopted by the Board of Trustees of the Village of Sagaponack.