



BUILDING DEPARTMENT
Inc. Village of Sagaponack
PO Box 600, 20 Sagg Main Street
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 be careful to include all the documents and items required for the proposed work.

Building Permit Application Requirements:

1. Building Permit Application
2. Construction plans ¼" scale to include lighting schedule
 - 3 sets for residential
 - 4 sets for commercial
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. 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