

VILLAGE *of* NORTHPORT  
INCORPORATED IN 1894

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224 Main Street, Northport, New York 11768, 631-261-7502, fax: 631-261-7521

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Department of Buildings, Housing, and Code Enforcement

# **BUILDING PERMIT APPLICATION & INSTRUCTIONS**

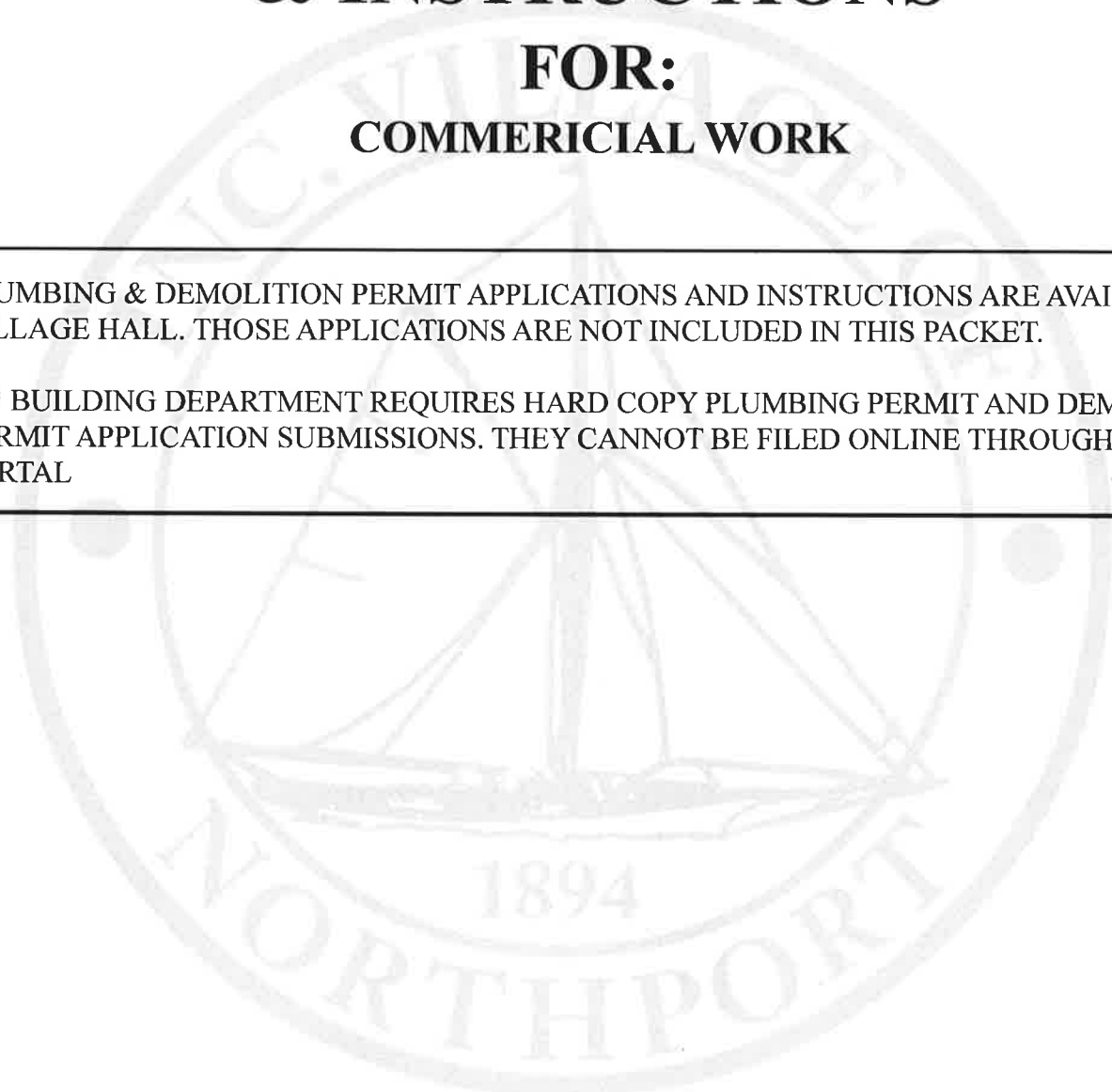
**FOR:  
COMMERICAL WORK**

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PLUMBING & DEMOLITION PERMIT APPLICATIONS AND INSTRUCTIONS ARE AVAILABLE AT VILLAGE HALL. THOSE APPLICATIONS ARE NOT INCLUDED IN THIS PACKET.

\*\*\* BUILDING DEPARTMENT REQUIRES HARD COPY PLUMBING PERMIT AND DEMOLITION PERMIT APPLICATION SUBMISSIONS. THEY CANNOT BE FILED ONLINE THROUGH OUR PORTAL

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# **Building Application Package Index**

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**Notices of Adoption**  
**Rules amending and updating the Uniform Code and Energy Code EFFECTIVE**

**May 12, 2020**

**NYS Uniform Code and Energy Code Update**

On December 6, 2019, the State Fire Prevention and Building Code Council (the “Code Council”) adopted rules that amend and update the New York State Uniform Fire Prevention and Building Code (the “Uniform Code”) and the State Energy Conservation Construction Code (the “Energy Code”).

The Department of State, acting on behalf of the Code Council, has filed Notices of Adoption of these rules. The Notices of Adoption will appear in the February 12, 2020 edition of the *State Register*. On and after February 12, 2020, the Notices of Adoption can be viewed by clicking on the link: <https://dos.ny.gov/notice-adoption>

The rules will become effective on May 12, 2020.

**Uniform Code**

The Uniform Code (19 NYCRR Parts 1219 to 1229) now includes the 2015 editions of the code books published by the International Code Council (the “2015 I-Codes”), as amended by the publication entitled the *2017 Uniform Code Supplement* (publication date: July 2017).

The rule adopted by the Code Council on December 6, 2019 repeals the current version of the Uniform Code and adopts an amended and updated version of the Uniform Code. The amended and updated version of the Uniform Code incorporates by reference the following publications:

- [2020 Residential Code of New York State](#) (publication date: November 2019)
- [2020 Building Code of New York State](#) (publication date: November 2019)
- [2020 Plumbing Code of New York State](#) (publication date: November 2019)
- [2020 Mechanical Code of New York State](#) (publication date: November 2019)
- [2020 Fuel Gas Code of New York State](#) (publication date: November 2019)
- [2020 Fire Code of New York State](#) (publication date: November 2019)
- [2020 Property Maintenance Code of New York State](#) (publication date: November 2019)
- [2020 Existing Building Code of New York State](#) (publication date: November 2019)

(collectively, the NYS Code Books)

Certain provisions of the 2020 Residential Code of New York State and 2020 Building Code of New York State are also amended as set forth in the rule adopted amending 19 NYCRR Parts 1220 and 1221.

Prior to May 12, 2020, the Uniform Code will continue to include the 2015 I-Codes, as amended by the *2017 Uniform Code Supplement*. On and after May 12, 2020, the Uniform Code will include the 2020 NYS Code Books.

**Effective Date:** The effective date of the 2020 NYS Code Books will be May 12, 2020. There will be no transition period. Beginning on May 12, 2020, regulated parties submitting building permit applications must comply with the 2020 NYS Code Books.

## **Energy Code**

The Energy Code (19 NYCRR Part 1240) now includes the *2015 International Energy Conservation Code* (the "2015 IECC") and the 2013 edition of ASHRAE 90.1 ("ASHRAE 90.1-2013"), as amended by the publication entitled the *2016 Supplement to the State Energy Conservation Construction Code (Revised August 2016)*, sometimes referred to simply as the *2016 Energy Code Supplement*.

The rule adopted by the Code Council on December 6, 2019 repeals the current version of the Energy Code and adopts an amended and updated version of the Energy Code. The amended and updated version of the Energy Code incorporates by reference the following publications:

- 2020 Energy Conservation Construction Code of New York State (publication date: November 2019)
- 2016 edition of the Energy Standard for Buildings Except Low-Rise Residential Buildings ("ASHRAE 90.1-2016")

Certain provisions of ASHRAE 90.1-2016 are amended as set forth in the rule adopted amending 19 NYCRR Part 1240.

Prior to May 12, 2020, the Energy Code will continue to include the 2015 IECC and ASHRAE 90.1-2013, as amended by the *2016 Energy Code Supplement*. On and after May 12, 2020, the Energy Code will include the 2020 ECCCNY and ASHRAE 90.1-2016, as amended by 19 NYCRR Part 1240.

**Effective Date:** The effective date of the modifications to Part 1240 will be May 12, 2020. There will be no transition period. Beginning on May 12, 2020, regulated parties submitting building permit applications must comply with the 2020 ECCCNY and ASHRAE 90.1-2016, as amended by 19 NYCRR Part 1240.

## **Parts 1264 and 1265**

19 NYCRR Part 1264 includes provisions relating to placement of signs or symbols on commercial buildings that utilize truss type construction. 19 NYCRR Part 1265 includes provisions relating to placement of signs or symbols on residential buildings that utilize truss type, pre-engineered wood or timber construction.

Parts 1264 and 1265 include references to the *2017 Uniform Code Supplement*. Because the rule that amends the Uniform Code will replace the *2017 Uniform Code Supplement* with the 2020 NYS Code Books effective May 12, 2020, the rule amending the Uniform Code adopted by the Code Council on December 6, 2019 also makes corresponding changes to Parts 1264 and 1265. The rule makes no substantive changes to Part 1264 or Part 1265.

**Effective Date:** The effective date of the amendments to Parts 1264 and 1265 will be May 12, 2020. There will be no transition period.

## **2020 NYS Code Books**

The 2020 NYS Code Books can be viewed for free on the International Code Council (ICC) website at, [https://codes.iccsafe.org/category/New%20York?year\[\]=Current+Adoption&page=1](https://codes.iccsafe.org/category/New%20York?year[]=Current+Adoption&page=1)

VILLAGE OF NORTHPORT				ZONING REQUIREMENTS				CODE SECTION 306-22 & 306-23						
BUILDING LOTS				YARDS				BUILDINGS		ACCESSORY BUILDINGS				
DISTRICT	LOT DEPTH	LOT AREA	MIN. ST. FRONT	LOT WIDTH	FRONT DEPTH	REAR DEPTH	SIDE MIN/TOTAL	** HEIGHT	% <sup>2</sup> LOT AREA	*** SIDE	*** REAR MIN/TOTAL	HEIGHT	MAX. ACCESS. WITH ROOF	FRONT
Res. A	200'	43,560	140'	175'	65'	60'	35'/75'	30'	12%	12'	2/4**	15'	800 sq. ft.	50' or back of main bldg.
Res. B	175'	21,780	100'	125'	50'	50'	30'/60'	30'	15%	10'	2/4**	15'	800 sq. ft.	whichever is greater except garage may be at set-back line and greater side yard
Res. C	125'	14,520	80'	100'	35'	40'	18'/40'	30'	20%	7'	2/4**	15'	650 sq. ft.	
Res. D	100'	8,500	70'	85'	25'	35'	12'/24'	30'	22%	5'	2/4**	15'	550 sq. ft.	
*****														
Bus. A		4,000,	30'		20'	15%	10'one side	2.5 story 35'	40%			35'		
Bus. B		7,500	50'		20'	15%	10'one side	2-story 30'	40%			30'		
Bus. C		12,000	75'		0	0	0	not in code	50%			25'		
Neigh'D		7,500	50'		30'	15%	10'one side	2-story 30'	30%			30'		
Highway		7,500	50'		10'	15%	10'one side	2-story 30'	30%			30'		
Marine		7,500	50'		50'	15%	10'one side	2-story 30'	30%			30'		

\*if wood frame or other combustible material  
 \*\*see the definition of height in the Village Code  
 \*\*\* swimming pool minimum 10' from all sides or rear yard  
 % lot coverage: calculate using primary and accessory structures, decks, raised patios and pools.

□ LOT COVERAGE: lots under 8500 square feet in all districts: 25% of lot size but not to exceed a foot print of 1870 sq. ft.

# Sample Zoning Analysis

## Site and Zoning Data

Address

Northport, NY 11768

SCTM# 0404-00x-00x-0x

Zoning Required	Residence "D"	Existing Conditions	Proposed Construction
Lot Frontage Min:	70 ft	67.81 ft	67.81 ft
Lot Area Min:	8,500 sqft	30,056 sqft	30,056 sqft
Front Yard Setback:	25 ft	23 ft	23 ft
Rear Yard Setback:	35 ft	+/- 108 ft	+/- 94 ft
Side Yard Min/Total:	12 ft/24 ft	12 ft/25 ft	12 ft/25 ft
Max. Lot Coverage:	22%	1,341 sqft (4.5%)	1,821 sqft (6.1%)
Max. Height:	30 ft	+/- 16 ft	+/- 16 ft

## Square Footage Information

### First Floor

Existing first Floor Living Area:	1028 sqft
Existing 1-Car Garage:	278 sqft
Proposed Garage Addition:	41 sqft
Proposed Workshop Addition:	147 sqft

### Cellar

Existing Finished Living Area:	417 sqft
Proposed Additional Finished Living Area:	455 sqft

### Covered Porches/Deck

Existing Front Entry Porch:	55 sqft
Proposed Rear Deck:	272 sqft

## Site Plan

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Scale: 1" = 40'-0"

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Department of Buildings, Housing, and Code Enforcement

**COMMERCIAL BUILDING PERMIT FILING INSTRUCTIONS**  
**NEW STRUCTURES – USE FOR: ADDITIONS/ALTERATIONS - CHANGE OF USE**  
**MAINTAIN EXISTING BUILT w/o PERMIT**

**APPLICATION FORMS REQUIRED FOR ALL COMMERCIAL CONSTRUCTION:**

- **BUILDING PERMIT APPLICATION—all building work**
- **PLUMBING PERMIT APPLICATION—all plumbing work (see PLUMBING PERMIT INSTRUCTIONS)**
- **PLANNING BOARD SITE PLAN REVIEW OR WAIVER—All commercial building applications**
- **ARCHITECTURAL/HISTORIC REVIEW BOARD—New structures, changes to existing exterior and signage**
- **NORTHPORT FIRE MARSHAL PLAN REVIEW—all building permit applications**
- **AMERICANS WITH DISABILITIES ACT APPLICABILITY ANALYSIS—all building permit applications**

**BUILDING PERMIT APPLICATION**

**TAX BILL OR PROOF OF OWNERSHIP**

Submit copy of tax bill or first & last page of deed if tax bill does not represent current owner with each required application

**SUFFOLK COUNTY FILED MAP**

Submit copy of subdivision map filed with Suffolk County Clerk for new work on vacant lots

**SECTION/BLOCK/LOT**

Found on Tax Bill and/or Survey

**AGE OF STRUCTURE**

Provide substantiation of age. 100 YRS OR OLDER, SIMULTANEOUSLY FILE HISTORIC REVIEW APPLICATION

**PHOTOGRAPHS**

Submit photographs of each elevation of existing structure

**DESCRIPTION OF WORK**

Submit brief description of proposed construction

**ESTIMATED COST OF WORK**

From Contractor estimate, or cost based on current construction standards prepared by Architect or P.E.

**SQUARE FOOTAGES**

**EXISTING:** Provide ALL square footages of existing structures

**PROPOSED:** Provide ALL square footages of proposed construction

**ALTERATIONS LEVEL 1 & 2:** Provide ALL square footages AS PER 2020 IRC & 2016 ENERGY CODE

**Level 1 Alteration (EBCNYS 602.1):**

cosmetic work on existing, up to & including removing & replacing sheetrock & insulation.

**Levels 2 & 3 Alterations (EBCNYS 603.1 & 604.1):**

'Gutting' of interior walls and partitions: remove/replace structure, electrical, mechanical, plumbing

**AFFIDAVIT OF PROPERTY OWNER**

Must be filled out completely

**OWNER & APPLICANT SIGNATURE(S) & PHONE NUMBER(S)**

Owner signature and phone number MANDATORY; and Applicant info, if applicable

**NOTARIZATION**

Owner and Applicant signatures must be notarized by a NYS notary public

## **LEAD AGENCY APPROVALS REQUIRED**

### **LEAD AGENCY APPROVALS MUST BE SUBMITTED WITH PERMIT APPLICATION**

**OWNER/APPLICANT RESPONSIBLE FOR DETERMINING IF APPROVALS ARE REQUIRED FROM LEAD AGENCIES PRIOR TO BUILDING PERMIT APPLICATION SUBMISSION.**

Submit copies of all required LEAD AGENCY APPROVALS--permits/drawings, decisions **and/or** Letters of Non-Jurisdiction **with** Building Permit application.

**APPLICATIONS MISSING LEAD AGENCY APPROVALS WILL NOT BE ACCEPTED**

### **LEAD AGENCIES & THEIR REQUIREMENTS INCLUDE BUT ARE NOT LIMITED TO:**

- **NORTHPORT FIRE MARSHAL REVIEW/Written APPROVAL OF PROPOSED WORK** REQUIRED FOR ALL COMMERCIAL BUILDING PERMIT APPLICATIONS
- **AMERICANS WITH DISABILITIES**  
REQUIRED: ADA ANALYSIS PREPARED BY ARCHITECT/P.E.-SEE ADA.gov FOR MORE INFORMATION
- **NYS DEPT. OF TRANSPORTATION**  
REQUIRED FOR HIGHWAY BUSINESS DISTRICT PROPERTIES WITH EGRESS/INGRESS NYS ROUTE 25A
- **NYS DEPT. OF ENVIRONMENTAL CONSERVATION (DEC)**  
REQUIRED FOR ALL WORK LOCATED WITHIN 200 FEET OF WATER & WETLANDS
- **SUFFOLK COUNTY HEALTH DEPT. OR NYS DEPT. OF AGRICULTURE**  
REQUIRED FOR ALL RESTAURANT & FOOD-PREPARATION APPLICATIONS--PROVIDE WRITTEN STIPULATION FROM GOVERNING AGENCY AS TO WHICH AGENCY HAS OVERSIGHT.
- **TOWN OF HUNTINGTON**  
REQUIRED FOR DOCKS, BULKHEADS, PILINGS LOCATED IN T.O.H. WATERWAYS
- **ARCHITECTURAL REVIEW BOARD/HISTORIC REVIEW**  
REQUIRED FOR PROPOSED CHANGES TO EXTERIOR OF STRUCTURES &/OR SIGNAGE. HISTORIC REVIEW REQUIRED FOR ALL STRUCTURES 100 YEARS OR OLDER.  
**SUBMIT APPLICATION SIMULTANEOUSLY WITH BUILDING PERMIT SUBMISSION**
- **PLANNING BOARD**  
SITE PLAN REVIEW OR WAIVER FOR ALL COMMERCIAL CONSTRUCTION APPLICATIONS REQUIRED  
**SUBMIT APPLICATION SIMULTANEOUSLY WITH BUILDING PERMIT SUBMISSION**
- **STEEP SLOPE PERMIT APPLICATION**  
Steep Slope Permit from Planning Board required for work proposed on 10% or greater natural slope  
**SUBMIT APPLICATION SIMULTANEOUSLY WITH BUILDING PERMIT SUBMISSION**
- **ZONING BOARD OF APPEALS**  
PROPOSED WORK NOT IN CONFORMANCE WITH CODE OF NORTHPORT ZONING REGULATIONS MAY SEEK VARIANCE RELIEF FROM THE ZBA. Letter of Denial issued by the Building Inspector required to file.



## **CONSTRUCTION DRAWINGS (3) SETS OF PLANS & SPECS REQUIRED**

(1) FULL-SIZE SET & (2) JOB-SIZE SETS, signed & sealed by NYS licensed design professional. PLANS MUST BE FOLDED, NOT ROLLED. Show conformance with **2020 Building Code of NYS & 2020 Energy Conservation Construction Code of NYS**; existing conditions, energy calculations all structure, floor plans, elevations, height calculation, electrical, plumbing, mechanical & all comprehensive sections/details/notes necessary for construction & code conformance.

## **SURVEY**

Submit (2) copies of current guaranteed property survey with Surveyor's stamp, SC Tax Map Number, and Date

## **SITE PLAN: NOTE: SITE PLAN MUST BE PREPARED AS PER PLANNING BOARD SITE PLAN REVIEW REQUIREMENTS.** SUBMIT SITE PLAN, DRAWINGS & WRITTEN PLANNING BOARD APPROVALS

**STORM WATER CONTAINMENT:** NOTE; DRAINAGE PROPOSALS MUST BE PREPARED AS PER PLANNING BOARD SITE PLAN REVIEW REQUIREMENTS AND APPROVED BY PLANNING BOARD

## **ZONING ANALYSIS**

Comparative Chart Analysis of Required/Existing/Proposed Structures as per the Code, Zoning Chapter 306. AFFIX TO FIRST PAGE OF PLANS (see attached sample)

## **STAINLESS STEEL FASTENERS REQUIRED STATEMENT**

Construction requirements for ACQ/Copper –treated lumber: STAINLESS STEEL FASTENERS, STRAPPING, TECOS, NAILS, ET AL REQUIRED IN EXPOSED/EXTERIOR APPLICATIONS; as per the manufacturer's warranty and product/design criteria. **NO SUBSTITUTIONS PERMITTED.** INCLUDE THIS NOTE ON PLANS

## **ADDITIONAL FILING REQUIREMENTS & INFORMATION**

### **FEES**

Shall be determined by the Building Inspector as per Chapter 147 of the Code, Fee Schedule

### **CONTRACTOR INSURANCES:**

**CONTRACTORS \* ELECTRICIANS \* PLUMBERS MUST EACH FILE THE FOLLOWING FORMS SEPARATELY:**

Proof of Liability Insurance, Workers Compensation, and NYS Disability must be submitted naming the Inc. Village of Northport as certificate holder. Limits are:

- **GENERAL LIABILITY \$2M/\$1M**
- **WORKER'S COMPENSATION & DISABILITY-must be on either NYS Workers Comp Board forms or State Fund. 'ACORD' FORMS NOT ACCEPTED. Contact NYS WC Board @ 1-518-486-6307 for more information**

### **CONTRACTOR LICENSES**

Contractors: Suffolk County Home Improvement license must be submitted.

Electricians: Suffolk County Master Electrician license must be submitted.

Plumbers: Town of Huntington Master Plumber's license ONLY must be submitted.

### **TAX ASSESSMENT**

**Be advised that the Northport Assessor's Office is notified upon permit issuance. The appropriate property tax increase shall be levied a year from the date of commencement of work.**

### **PROPERTY OWNER/PERMIT BEARER RESPONSIBILITIES**

The above-listed outline is provided as a **GUIDE ONLY** for filing building permit applications. **The Property Owner/Permit**

**Bearer is responsible for ALL stipulations, rules, and ordinances as stated in the Code of Northport, Chapter 106, Article 1, Sections-106-1 through 106-26.** The property owner/permit bearer & their contractor should familiarize themselves with all aspects of the Code of Northport regarding their construction project.

**Building Codes Online**

**2020 Building Code of NYS:** <https://codes.iccsafe.org/codes/new-york>

**The Code of Northport:** <https://ecode360.com/NO0083>

# VILLAGE of NORTHPORT

INCORPORATED IN 1894

224 Main Street, Northport, New York 11768, 631-261-7502, fax: 631-261-7521

Department of Buildings, Housing, and Code Enforcement

## Contractors' Insurance Information

### THE FOLLOWING FORMS ARE REQUIRED FOR LIABILITY, WORKERS' COMPENSATION, AND DISABILITY INSURANCE

#### 1. LIABILITY INSURANCE WILL BE ACCEPTED ON THE ACORD FORM

#### 2. WORKERS' COMPENSATION INSURANCE

Accepted on one of the following forms only\*

**Form C-105.2**-Certificate of NY State Workers' Compensation Insurance Coverage

**Form GSI-105.2 (2/02)** Certificate of Participation in Workers' Compensation Group Board approved self-insurance

**Form U-26.3**-NY State Insurance Fund Certificate of Workers Compensation Insurance

#### 3. DISABILITY INSURANCE

Accepted on the following form only\*

**Form DB-120.1**-Certificate of Insurance Under the New York State Disability Benefits

**Form DB-155** - Board-approved self-insured employers must obtain this form from Board's Self-Insurance Office

#### Certificate Holder:

Inc. Village of Northport  
224 Main Street  
Northport, NY 11768

**EXEMPTION FORM — NEW FORM CE-200** For each and every new or renewed permit a signed and dated form with a certificate number must be submitted.

**Note:** Form CE-200 is an affidavit for New York Entities with No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage Is Not Required

#### Any questions can be directed to:

New York State Workers Compensation Board  
220 Rabro Drive Suite 100  
Hauppauge, New York 11788 866-681-5354  
Website: [www.wcb.ny.gov](http://www.wcb.ny.gov)

**CERTIFICATIONS ARE ONLY ACCEPTED ON INDIVIDUAL FORMS**

\*With valid expiration dates

# APPLICATION FOR BUILDING PERMIT

VILLAGE OF NORTHPORT, SUFFOLK COUNTY, NY

BUILDING PERMIT NO. \_\_\_\_\_ ZBA No. \_\_\_\_\_ Arch. Rvw No. \_\_\_\_\_ FEE \$ \_\_\_\_\_  
 DATE RECEIVED \_\_\_\_\_ Planning Bd. No. \_\_\_\_\_ NYSDEC No. \_\_\_\_\_ CO/CC \_\_\_\_\_  
 DATE APPROVED \_\_\_\_\_ Steep Slope No. \_\_\_\_\_ NYS DOT No. \_\_\_\_\_ TOTAL \$ \_\_\_\_\_  
 DIRECTOR \_\_\_\_\_ Historic Rvw. No. \_\_\_\_\_ SCHD No. \_\_\_\_\_

ZONE \_\_\_\_\_ SCTM #0404 SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_

### DATE OF INITIAL CONSTRUCTION:

PRINCIPAL BUILDING \_\_\_\_\_ ACCESSORY BUILDING(S) \_\_\_\_\_ **IF 100 YEARS OR OLDER, HISTORIC REVIEW**

**APPLICATION MUST BE SUBMITTED SIMULTANEOUSLY WITH BUILDING PERMIT APPLICATION**

**Submit documentation of age & photos of each elevation with this application**

LOCATION OR ADDRESS \_\_\_\_\_

Existing Buildings Used for: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

### Proposed Construction:

Residential       Garage       Commercial       Industrial       Other Accessory Structure  
 New Building       Alteration       Fire Damage       Fireplace       Other \_\_\_\_\_

Proposed Project and Use: \_\_\_\_\_

**ESTIMATED COST OF PROJECT \$** \_\_\_\_\_

### EXISTING BUILDING, square footages:

Basement \_\_\_\_\_ S.F. 1<sup>st</sup> Floor \_\_\_\_\_ S.F. 2<sup>nd</sup> Floor \_\_\_\_\_ S.F. 3<sup>rd</sup> Floor \_\_\_\_\_ S.F. Garage \_\_\_\_\_ S.F. Porch \_\_\_\_\_ S.F.  
(Other) \_\_\_\_\_ S.F.

### PROPOSED (NEW OR ADDITION), square footages:

Basement \_\_\_\_\_ S.F. 1<sup>st</sup> Floor \_\_\_\_\_ S.F. 2<sup>nd</sup> Floor \_\_\_\_\_ S.F. 3<sup>rd</sup> Floor \_\_\_\_\_ S.F. Garage \_\_\_\_\_ S.F. Porch \_\_\_\_\_ S.F.  
(Other) \_\_\_\_\_ S.F. Retaining Walls \_\_\_\_\_ L.F.

### ALTERATION S.F.'s as per NYS 2020 ICC Existing Building Code (Commercial) or IRC Residential Code Appendix J:

Level 1 \_\_\_\_\_ S.F. Level 2 \_\_\_\_\_ S.F. Level 3 \_\_\_\_\_ S.F. - Commercial Only

### NOTES:

- The 2020 IBEC/IRC, NYS Supplement and the Code of Northport are imposed as conditions on issuance of a Building Permit.
- Building Permit issued subject to Section 125 of General Municipal Law requiring Compliance with the Mandatory coverage provisions of the Worker's Compensation Law. Proof of Compliance must be submitted for issuance of Permit.
- Improvement contractors must be licensed pursuant to the code of Suffolk County prior to the issuance of a building permit. Plumbers must be Licensed by the Town of Huntington (Chapter 153) and electricians licensed by Suffolk County. Electricians must provide separate Workers Comp.
- The owner shall indemnify and hold the municipality harmless and defend against any claim of liability or loss including the cost of defense for personal injury or property damage resulting from or arising directly or indirectly out of or resulting from the permit holders' operations within the municipality, including losses arising out of the negligent acts or omissions of the contractor, its servants or agents, and any subcontractors, its servants or agents

### AFFIDAVIT OF PROPERTY OWNER

**STATE OF NEW YORK } SS:  
COUNTY OF SUFFOLK }**

Property in Name of (Individual or Corporation) PLEASE PRINT \_\_\_\_\_

Deposes and says: That he/she resides at \_\_\_\_\_ in the State of \_\_\_\_\_ Zip Code \_\_\_\_\_ that he is the owner in fee of all that certain lot, piece or parcel of land shown on the attached survey situate, lying and being within the Incorporated Village of Northport; that the work proposed to be done upon the said premises will be done in accordance with the approved application and accompanying plans, of which he is totally familiar; and that he/she, by making this application for a building permit, agrees to accept responsibility for adherence to all applicable codes, rules, & laws by him/herself and their agents.

\_\_\_\_\_, being duly sworn, deposes and says that he is duly authorized by the aforesaid owner Name of Applicant (PLEASE PRINT) to make application for a permit to perform said work in the foregoing application and accompanying plans, and all the statements herein contained are true to deponent's own knowledge.

(If Corporation, give name of Corporation office and address of its responsible officers)

And the undersigned is authorized to make this application on behalf of said owner.

Owner \_\_\_\_\_  
Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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

Address \_\_\_\_\_

Phone \_\_\_\_\_

Sworn t before me this \_\_\_\_\_ day

Of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

# Village of Northport

INCORPORATED 1894

224 MAIN STREET  
P.O. BOX 358  
NORTHPORT, NEW YORK 11768  
631-261-7502

## ABOUT YOUR BUILDING PERMIT

A Village of Northport Building Permit is active for one year, expiring one year from the date of issue BUT it is conditionally renewable for a maximum of two additional one year periods.

The owner and/or applicant is responsible to see that all conditions under which the permit is issued are met.

The owner and/or applicant is responsible to call for the construction inspections appropriate to the project as per Inspection Checklists issued with permits.

Certificates of Occupancy (C.O.) or Certificate of Compliance (C.C.) is required for all work for which a permit; building, plumbing, demolition, generator, solar panels or swimming pool is issued. A C.O. or C.C. may only be issued after a properly completed ACTIVE permit project.

Whenever you have any questions regarding building permits, please call the Building Department at 261-4145.

**\*\* CALL BEFORE YOU DIG \*\***  
**\*\* IT'S THE LAW \*\***

**NYS Industrial Code Rule 53 Mandates 2-10 business days notice prior to excavation.**

For utility notification dial toll free 1-800-272-4480

**PERMIT EXPIRES ONE YEAR FROM DATE OF ISSUE**