

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

DEMOLITION PERMIT **FILING INSTRUCTIONS**

**INCOMPLETE APPLICATIONS NOT ACCEPTED NO
CHECKS WITH APPLICATION ACCEPTED**

Description of Work. Submit brief description of proposed demolition

Estimated Cost of Work. MANDATORY

Affidavit of Property Owner. MUST BE COMPLETED IN ITS ENTIRETY BY OWNER/APPLICANT

Owner/Applicant Signature(s) & Phone Number(s): MANDATORY

Notarization. Applicant's signature to be notarized by a NYS notary public

The following items do not need to be submitted if already submitted with building permit application:

Tax Bill or Proof of Ownership.

Submit copy of tax bill for current owner or first & last page of deed if tax bill does not represent current owner

Age of Existing Structure: Provide substantiation of age.

IF 100 YRS OR OLDER APPLICATION FOR HISTORIC REVIEW REQUIRED PRIOR TO SUBMISSION

Survey. Submit (2) copies of current guaranteed property survey clearly showing Surveyor's stamp, Suffolk County Tax Map Number, and Date.

SITE PLAN (3) copies of survey or site plan showing:

- location of proposed to be demolished
- erosion control measures to be installed during demolition, if required

Construction Documents: Graphic and Written Description of Demolition Work

NOTE! LEAD AGENCY APPROVALS MAY BE REQUIRED FOR DEMO! Submit the following written approvals with completed application:

SUFFOLK COUNTY HEALTH DEPT: Permit required if abandoning tanks as per SCHD Tank Regulations

UTILITIES DISCONNECT LETTERS: FOR Water, Gas, Electric

HISTORIC REVIEW: Required for structures 100 years of age or older

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 REQUIRED

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 adjustment shall be levied a year from the date of demolition.

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 Codes of New York State:

<https://codes.icsafe.org/codes/new-york>

The Code of Northport:

<https://ecode360.com/NO0083>

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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

CERTIFICATIONS ARE ONLY ACCEPTED ON INDIVIDUAL FORMS

*With valid expiration dates

APPLICATION FOR DEMOLITION PERMIT

Issued Pursuant to the Provisions of the Code of the VILLAGE OF NORTHPORT

FEE \$ _____ Phone: 631-261-7502 Permit No. _____
C.O. \$ _____ FAX: 261-7521 Approved _____, 20__
C.C. \$ _____
TOTAL \$ _____ Director _____

AGE OF STRUCTURE: _____ . NOTE: IF STRUCTURE IS 100 YRS. OR OLDER, COMPLETE ATTACHED HISTORIC REVIEW APPLICATION.

SCTM # 0404 Zone _____ Section _____ Block _____ Lot(s) _____

Location _____

Estimated Cost _____

Description of Work (Explain Briefly) _____

Method of demolition (EXPLAIN BRIEFLY) _____

How will you dispose of debris? _____

If excavation results, how do you intend to fill? _____

When do you expect to start operations? _____

CARTING TAGS MUST BE SUBMITTED STATING DISPOSITION OF DEBRIS

For utility notifications dial 811 or TOLL FREE 1-800-272-4480

CALL BEFORE YOU DIG --- IT'S THE LAW

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

NOTES:

1. The New York State Building Construction Code and the Code of the Village of Northport Requirements are imposed as a condition on issuing a Permit.
2. FOR ALL BUILDING AND DEMOLITION PERMITS: The Code of the Village of Northport can be found online At: <http://www.ecode360.com/?custid=NO0083>
3. A valid Permit will only be issued subject to the provisions of §57 of the Worker's Compensation Law and §220-8 of the Disability Benefits Law.
4. 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}

_____ being duly sworn,

Deposes and says: That he resides at _____ in the _____
Street Town or City

In the State of _____, that he is 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.

That _____
Name of Applicant (please print)

Is duly authorized by the aforesaid _____ 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.

Sworn to before me this _____ day Owner _____
Signature

Of _____, 20 _____ Applicant _____
Signature

_____ Address _____

Notary Public

Phone _____

Village of Northport

INCORPORATED 1894

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

ABOUT YOUR DEMOLITION 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