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

BUILDING PERMIT APPLICATION & INSTRUCTIONS

FOR:

RESIDENTIAL WORK

PLUMBING, DEMOLITION, POOL & SOLAR PERMIT APPLICATIONS & INSTRUCTIONS AVAILABLE AT VILLAGE HALL.

SOLAR PERMIT APPLICATIONS ARE NOW ISSUED BY THE NORTHPORT FIRE MARSHAL'S OFFICE

NOTICE:

AS OF OCTOBER 3, 2016

ALL APPLICATIONS AND REQUIRED SUBMISSIONS MUST BE <u>SIMULTANEOUSLY</u> SUBMITTED IN HARD COPY FORM AND IN PDF FORMAT ON A FLASH DRIVE.

Building Application Package Index

Building Permit Application……. 1

2020 ICC & NYS Code Regs……. 3

Architect/Engineer Requirements…….. 4

Zoning Requirements Chart…… 6

Zoning Analysis Sample …….. 7

Residential Permit Instructions…….. 8

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 the "February 12" link at: http://www.dos.ny.gov/info/register/2020.html.

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 ECCCNYS 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 ECCCNYS 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 or purchased at https://shop.iccsafe.org/state-and-local-codes/new-york-state.html.

ARCHITECTS AND ENGINEERS:

YOU ARE REQUIRED TO COMPLETE AND CERTIFY THE APPLICABLE 2020 ICC PLAN REVIEW RECORDS/CHECKLISTS CORRESPONDING TO PROPOSED CONSTRUCTION PLANS.

For 2020 ICC PLAN REVIEW CHECKLISTS access go to:

1. **iccsafe.org**
2. **'store' tab**
3. **Search box: "plan review checklists 2020**

1. **DOWNLOAD ALL APPLICABLE CHECKLISTS**
2. **COMPLETE CHECKLIST(S) BY REVIEWING DRAWINGS AGAINST EACH CHECKLIST ITEM,**
3. **INITIAL EACH ITEM TO INDICATE COMPLIANCE**
4. **PROVIDE A WRITTEN COMPLIANCE STATEMENT**
5. **SUBMIT ALONG WITH CONSTRUCTION PLANS AND BUILDING PERMIT APPLICATION.**

(some checklists will require completion/certification by separate designer/installer(s) (such as HVAC systems)

(CHECKLIST ICONS SHOWN ON FOLLOWING PAGE)

PLAN REVIEW RECORDS & CHECKLISTS – for access:

go to 1) iccsafe.org 2) ‘store’ tab 3) search box: “plan review checklists 2020”

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	%¤ 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. whichever is greater except garage may be at set-back line and greater side yard**
Res. B	175'	21,780	100'	125'	50'	50'	30'/60'	30'	15%	10'	2'/4'*	15'	800 sq. ft.	
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 5,000	70'	85' 50'	25'	35' 20'	12'/24'	30'	22%	5'	2'/4'*	15'	500 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.

F:\Documents\Joe\WPDOCS\PLANNING\SUBDIVID\ZONING REQUIREMENTS 11.6.06.doc

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

Scale: 1" = 40'-0"

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

RESIDENTIAL BUILDING PERMIT FILING INSTRUCTIONS

USE FOR:

NEW HOUSES, ADDITIONS/ALTERATIONS - CHANGE OF USE

MAINTAIN EXISTING BUILT w/o PERMIT

APPLICATION FORMS REQUIRED:

- **BUILDING PERMIT APPLICATION—all building work**
- **PLUMBING PERMIT APPLICATION—all plumbing work (see PLUMBING PERMIT INSTRUCTIONS)**

FOLLOW DIRECTIONS CAREFULLY. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

BUILDING PERMIT APPLICATION

TAX BILL OR PROOF OF OWNERSHIP
Submit copy of tax bill or first & last page of deed does not represent current owner with EACH application

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

AGE OF STRUCTURE
Provide substantiation of age. **IF 100 YRS OR OLDER FILE FOR HISTORIC REVIEW SIMULTANEOUSLY**

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 Square footages AS PER **2020 IRC EXISTING RESIDENTIAL CODE Appendix J:**

Level 1 Alteration:
cosmetic work on existing, up to & including removing & replacing sheetrock & insulation.
Level 2 Alteration:
'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

SUBMISSIONS REQUIRED WITH PERMIT APPLICATION:

I LEAD AGENCIES

LEAD AGENCY APPROVALS MUST BE SUBMITTED WITH PERMIT APPLICATION!

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

If applicable, submit copies of all required LEAD AGENCY APPROVALS--permits/drawings, decisions and/or letters of non-jurisdiction with Building Permit application. **MISSING LEAD AGENCY APPROVALS = INCOMPLETE APPLICATION**

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

- **NYS DEPT. OF ENVIRONMENTAL CONSERVATION (DEC)**
  PERMIT OR LETTER OF NON JURIDICTION FOR ALL WORK LOCATED WITHIN 200 FEET OF WATER

- **NYS DEC/FEMA FLOODPLAIN PERMIT**
  PROPERTIES LOCATED IN FLOODPLAIN MAY BE SUBJECT TO COMPLIANCE WITH NORTHPORT CODE CHAPTER 32. FLOODPLAIN ANALYSIS REQUIRED.

- **SUFFOLK COUNTY HEALTH DEPT. APPROVAL/PERMIT**
  REQUIRED FOR ALL NEW HOUSES & WHEN ADDING BEDROOMS TO EXISTING DWELLING

- **TOWN OF HUNTINGTON PERMIT**
  REQUIRED FOR DOCKS, BULKHEADS, PILINGS LOCATED IN T.O.H. WATERWAYS

- **ARCHITECTURAL REVIEW/HISTORIC REVIEW**
  REQUIRED FOR PROPOSED CHANGES TO EXTERIOR OF DWELLINGS 100 YEARS OR OLDER.
  SUBMIT HISTORIC REVEW APPLICATION AT TIME OF BUILDING PERMIT SUBMISSION

- **STEEP SLOPE PERMIT APPLICATION**
  Steep Slope Permit from Planning Board required for work proposed on 10% or greater natural slope
  SUBMIT SIMULTANEOUSLY AT TIME OF BUILDING PERMIT SUBMISSION

- **ZONING BOARD OF APPEALS**
  PROPOSED WORK NOT CONFORMING WITH CODE OF NORTHPORT ZONING REGULATIONS MAY SEEK VARIANCE RELIEF FROM THE ZBA. Letter of Denial issued by the Building Inspector required to file.
  SUBMIT SIMULTANEOUSLY AT TIME OF BUILDING PERMIT SUBMISSION

II. CONSTRUCTION DRAWINGS

(**3) SETS OF PLANS & SPECS REQUIRED**-(1) FULL-SIZE SET & (2) JOB-SIZE SETS, signed & sealed by NYS licensed design professional. **FOLD PLANS DO NOT ROLL**. Plans to show conformance with 2020 ICC; show existing conditions, energy calculations all structure, floor plans, elevations, height calculation, electrical, plumbing & all comprehensive sections/details/notes necessary for construction & code conformance.

SURVEY

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

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

- location of proposed construction drawn to scale
- all setbacks of proposed from property lines, dwelling, and other accessory structures.
- existing septic system
- erosion control measures to be installed during construction
- design and location of proposed drainage (SEE DESIGN NOTES)

STORM WATER CONTAINMENT
Northport requirement: 4" rainfall at 100% collection rate of the AREA OF ALL IMPERVIOUS SURFACES PROPOSED SUCH AS STRUCTURES, PATIOS &DRIVES.Provide the following calculations, drywell sizing, section/detail, location on site plan prepared by NYS licensed design professional.

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)

HEIGHT ANALYSIS AS PER NORTHPORT DEFINITION
Provide height analysis as per Code of Northport Height Definition, Chapter 306, Definitions

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

III. ADDITIONAL FILING REQUIREMENTS & INFORMATION

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

CONTRACTOR AND ELECTRICIAN INSURANCES- MANDATORY
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 form or State Fund. 'ACORD' forms are not accepted. Contact NYS WC Board for information: 518-486-6307**

CONTRACTOR AND ELECTRICIAN LICENSE-MANDATORY
Copy of Contractor's Suffolk County Home Improvement license & Suffolk County Electrician's license must be submitted

TAX ASSESSMENT
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 RESPONSIBLITIES
The above-listed outline is provided as a guide for filing building permit applications ONLY. **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 building/

Building Codes Online

2020 International Building Codes: www.dos.ny.gov/dcea/
The Code of Northport: www.northportny.gov

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

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._____ **C0/CC**_____
DATE APPROVED_____ Steep Slope No._____ NYSDOT 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. 1st Floor _____S.F. 2nd Floor _____S.F. 3rd Floor_____S.F. Garage_____S.F. Porch_____S.F.
(Other)_____S.F.

PROPOSED (NEW OR ADDITION), square footages:
Basement _____ S.F. 1st Floor _____S.F. 2nd Floor _____S.F. 3rd 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:

1. The 2020 IBEC/IRC, NYS Supplement and the Code of Northport are imposed as conditions on issuance of a Building Permit.
2. 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.
3. 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.
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}

_____
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_____

Sworn t before me this _____day

Of _____, 20_____

_____
Notary Public

Applicant _____
Signature

Address _____

Phone _____

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