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224 Main Street, Northport, New York 11768 · (631) 261-7502 · [www.northportny.gov](http://www.northportny.gov)

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# Commercial/Residential Building Permit Application

09052025



# BUILDING PERMIT FILING INSTRUCTIONS

## Application Package

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# APPLICATION FOR BUILDING PERMIT

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

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

OWNER NAME:	PHONE #:(required)	EMAIL: (required)
APPLICANT NAME:	PHONE #:(required)	EMAIL: (required)
LOCATION OR ADDRESS:		

AGE OF HOME:	Principal Building <input type="checkbox"/>	Accessory Building(s) <input type="checkbox"/>
If 100 years or older, historic review application must be submitted simultaneously with building permit application. Submit documentation of age & photos elevation with this application.		

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 \$ \_\_\_\_\_ Contractor Estimate ☐ Architect/PE Calculation ☐  
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 2020 ICC Existing Building Code (Commercial) or IRC Residential Code Appendix J:  
Level 1 \_\_\_\_\_ S.F. Level 2 \_\_\_\_\_ S.F. Level 3 \_\_\_\_\_ S.F.  
(if work is only sheetrock/insulation) (Addition/Alterations) (over 50% Addition/Alteration)

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. All contractors must be Licensed by the County of Suffolk.  
4. The owner shall indemnify and hold the municipality harmless and defend against any claim of liability of loss including the cost of defense for personal injury or property damage resulting from or arising directly or indirectly out of 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

Depos 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 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, provide name of Corporation office and address of its responsible officers)

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

Sworn to before me this \_\_\_\_\_ day

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

Notary Public

Owner \_\_\_\_\_ (signature)

Address \_\_\_\_\_

Phone/Email \_\_\_\_\_

Applicant \_\_\_\_\_ (signature)

Address \_\_\_\_\_

Phone/Email \_\_\_\_\_

## REQUIRED WITH APPLICATION SUBMISSION

**Forms MUST be submitted TOGETHER; incomplete submissions will be returned**

<b>APPLICATION</b> Must be filled out by Owner and/or Applicant and notarized by a NYS notary public. Notary services are available for residents in the Village Clerk's Office.	For use: additions/alterations, new structures, change of use, maintain existing built w/o permit.  Application forms required for all residential and commercial construction. Include estimated construction cost verified by GC or Architect/PC.
<b>TAX BILL OR PROOF OF OWNERSHIP</b>	Submit copy of tax bill or first and last page of deed.
<b>PHOTOGRAPHS</b>	Submit photographs of each elevation of existing structure and entire property
<b>PRODUCT SPECIFICATIONS</b> (if applicable)	For plumbing: boilers, HVAC etc. For electric: service meter etc. General: generator, automatic pool cover, hot tub, solar panels, elevators etc.
<b>SURVEY</b>	Submit (2) copies of current guaranteed property survey with Surveyor's stamp, Suffolk County Tax Map Number, and Date.
<b>CONTRACTOR INSURANCE FORMS</b> (see attachment for specific requirements)  Required For: General Contractors, Electricians and Plumbers.	General Liability Acord Workers Compensation Form Disability Form Copy of Suffolk County License Plumbers - Copy of Suffolk County License a/o TOH Plumbing License Form CE-200 – exemption for sole proprietors (if applicable)  Certificate Holder should be made out to: Inc. Village of Northport 224 Main Street Northport, NY 11768
<b>SITE PLAN</b> (if applicable)  Required for: new homes, additions/alterations, extensions, swimming pools, hot tubs, accessory structures, sheds over 150 SF, retaining walls  Scale 1" = 40'	One (1) copy of site plan showing: <i>for initial application, additional required after review</i> -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 -height analysis
<b>ZONING ANALYSIS</b> (if applicable – see attached example)	Comparative chart analysis of required/existing/proposed structures as per Code, Zoning Chapter 306. This can be affixed to the first page of the plans. See example and provide same format.
<b>CONSTRUCTION DOCUMENTS</b> (if applicable)  Required for: new homes, additions/alterations, extensions, swimming pools, hot tubs, accessory structures, sheds over 150 SF, retaining walls	One (1) set of plans and specifications required with initial application, signed and stamped by a NYS licensed design professional. After initial review, additional sets will be required as per Plans Examiner. Plans should show conformance with 2020 Building Codes of NYS and Inc. Village of Northport; show existing conditions, energy calculations, all structures, floor plans, elevations, height calculations, electrical, plumbing and all comprehensive sections/details/notes necessary for construction and code conformance. Plans must be folded, not rolled.  <i>Storm Water Containment</i> – Northport recommends 4" rainfall at 100% rate of the area of all impervious surfaces proposed such as structures, patios and drives. Provide calculations for drywell sizing, section/detail, location on site plan.  <i>Height Analysis as per Northport definition</i> – Provide height analysis as per Code of Northport height definition, Chapter 306, Definitions for Accessory Building Height see Zoning Requirement Chart.  <i>Stainless Steel Fasteners Required Statement</i> – 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.

## LEAD AGENCY REQUIREMENTS

(see additional applications)

If your project requires lead agency approval, supporting documentation must be submitted with the building permit application. Owner/applicant responsible for determining if approvals required from lead agencies prior to building permit application submission.

<b>BOARD OF ZONING APPEALS</b>	<p>Proposed work not conforming with code of Northport zoning regulations may seek variance relief from the BZA. <b>Letter of denial issued by the building examiner <u>required</u> to file. Applicants must first apply for a building permit.</b></p> <p><b>For questions please contact:</b>  Jennifer Suriano  Secretary, Board of Zoning Appeals  (631) 261-7502 extension 3102  <a href="mailto:j.suriano@northportny.gov">j.suriano@northportny.gov</a></p> <p>Regularly meets on Wednesday @6pm, once per month. Contact the Board Secretary for schedule. Applicants must meet scheduled deadlines to attend.</p>
<b>ARCHITECTURAL/HISTORIC REVIEW</b>	<p>Required for proposed changes to exterior of dwellings 100 years or older, and for any modifications or new commercial structures. <b>Submit historic review application at time of building permit submission.</b></p> <p><b>For questions please contact:</b>  Catherine Lageraaen  Secretary, Archies  (631) 261-7502 extension 3100  <a href="mailto:c.lageraaen@northportny.gov">c.lageraaen@northportny.gov</a></p> <p>Regularly meets on Wednesday @6:30pm, once per month. Contact the Board Secretary for schedule. Applicants must meet scheduled deadlines to attend.</p>
<b>STEEP SLOPE PERMIT APPLICATION</b>	<p>Steep Slope Permit from Planning Board required for work proposed on 10% or greater natural slope. <b>Submit simultaneously at time of building permit submission.</b></p> <p><b>For questions please contact:</b>  Joy Nygren  Deputy Village Clerk  Secretary, Planning Board  (631) 261-7502 extension 3220  <a href="mailto:j.nygren@northportny.gov">j.nygren@northportny.gov</a></p> <p>Regularly meets on Tuesdays @6pm, once per month. Contact the Board Secretary for details. Applicants must meet scheduled deadlines to attend.</p>
<b>TOWN OF HUNTINGTON PERMIT</b>	Required for docks, bulkheads, pilings located in TOH waterways.
<b>SUFFOLK COUNTY HEALTH DEPT.</b>	Required for all new houses or when alterations to existing dwelling include more than four (4) bedrooms.
<b>NYS DEC/FEMA FLOODPLAIN</b>	Properties located in floodplain may be subject to compliance with Northport code chapter 32. Floodplain analysis required.
<b>U.S. ARMY CORP OF ENGINEERS</b>	Permit or letter of non-jurisdiction for all work in water or on shoreline such as—but not limited to docks, bulkheads, sea walls, rip-rap walls, pilings, and decks.
<b>NYS DEPT. OF ENVIRONMENTAL CONSERVATION (DEC)</b>	Permit or letter of non-jurisdiction for all work located within 200 feet of water.



# CONTRACTOR INSURANCE REQUIREMENTS

USE FOR:  
Residential and Commercial Building Permits

The below forms are required for **General Contractors, Plumbers** and **Electricians**.  
Certifications will only be accepted on **individual** forms with **valid** expiration dates.

**ALL FORMS MUST BE SUBMITTED TOGETHER WITH APPLICATION**

**BETWEEN THE HOURS OF 8:30AM – 10:30AM**

<b>LIABILITY INSURANCE</b>	Accepted on Insurance <b>Acord</b>
<b>WORKERS' COMPENSATION INSURANCE</b>	Accepted on one of the following forms only:  <b>Form C-105.2</b> -Certificate of NY State Workers' Compensation Insurance Coverage  <b>Form GSI-105.2 (2/02)</b> Certificate of Participation in Workers' Compensation Group Board approved self-insurance  <b>Form U-26.3</b> -NY State Insurance Fund Certificate of Workers Compensation Insurance  <b>Form CE-200</b> – exemption for sole proprietors
<b>DISABILITY INSURANCE</b>	Accepted on one of the following forms only:  <b>Form DB-120.1</b> -Certificate of Insurance Under the New York State Disability Benefits  <b>Form DB-155</b> - Board-approved self-insured employers must obtain this form from Board's Self-Insurance Office  <b>Form CE-200</b> – exemption for sole proprietors
<b>CERTIFICATE HOLDER (for ALL)</b>	Inc. Village of Northport 224 Main Street Northport, NY 11768

## EXEMPTION FORM — FORM CE-200

For each and every new or renewed permit a signed and dated form with a certificate number must be submitted. To obtain a form visit [https://www.buysseexpress.ny.gov/app/answers/cms/a\\_id/2263/kw/CE](https://www.buysseexpress.ny.gov/app/answers/cms/a_id/2263/kw/CE)

**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.



# 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>sq</sup> LOT AREA	*** SIDE	*** REAR MIN/TOTAL	HEIG HT	MAX. ACCESS. WITH ROOF	FRONT
Res. A	200'	43,560	140'	175'	65'	60'	35'/75'	30'	12%	12'	2'¼*	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'	2'¼*	15'	800 sq. ft.	
Res. C	125'	14,520	80'	100'	35'	40'	18'/40'	30'	20%	7'	2'¼*	15'	650 sq. ft.	
Res. D	100'	8,500	70'	85'	25'	35'	12'/24'	30'	22%	5'	2'¼*	15'	550 sq. ft.	
Bus. A		4,000,	30'		20'	20'	10'one side	2.5 story 35'	40%			35'		
Bus. B		7,500	50'		20'	15% AVE DEPTH	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

\*\*\* Swimming pool minimum 10' from all sides or rear yard

\*\*See the definition of height in the Village Code

% 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

Use the below as a guide when constructing a zoning analysis.  
**THIS IS FOR EXAMPLE PURPOSES ONLY.**

Address  
 Northport, NY 11768  
 SCTM# 0404-00x-00x-0x

	Zoning Required	Residence "D"	Existing Conditions	Proposed Construction
A	Maximum Height:	30 ft.	+/- 16 ft.	+/- 16 ft.
B	Lot Area Minimum:	8,500 sq ft.	30,056 sq ft.	30,056 sq ft.
D	Lot Width Minimum	85 ft.	70 ft.	Existing Non-Conforming
E	Lot Frontage Minimum:	70 ft.	67.81 ft.	67.81 ft.
F	Front Yard Depth:	25 ft	23 ft.	23 ft.
G	Rear Yard Depth:	35 ft.	+/- 108 ft.	+/- 94 ft.
H1	Side Yard #1 Width Minimum:	12 ft.	12 ft.	12 ft.
H2	Side Yard #2 Width Minimum:	12 ft.	6 ft.	Existing Non-Conforming
I	Total Side Yard Width:	24 ft.	18 ft.	Existing Non-Conforming
J	Lot Depth Minimum:	100'	120'	120'
K	Lot Coverage Maximum:	22%	1341 sq ft. Show calculations	1821 sq ft. (6.1%) Show calculations

<b>LOT COVERAGE:</b>	<b>% of lot coverage: calculate using primary and accessory structures, decks, raised patios and pools.</b>
<p>LOT COVERAGE CALCULATIONS:</p> <p>Dwelling/Main Structure: _____</p> <p>Accessory Structures: _____</p> <p>Porches/Decks: _____</p> <p>Raised Patios (over 8") _____</p> <p>Swimming Pool/Hot Tub _____</p> <p>Sheds _____</p> <p>Total Square Feet _____</p>	

Square Footage Information	
<b>First Floor</b>	Existing first Floor Living Area: 1028 sq ft. Existing 1-Car Garage: 278 sq ft. Proposed Garage Addition: 41 sq ft. Proposed Workshop Addition: 147 sq ft.
<b>Basement</b>	Existing Finished Living Area: 417 sq ft. Proposed Additional Finished Living Area: 455 sq ft.
<b>Porches/Deck</b>	Existing Front Entry Porch: 55 sq ft. Proposed Rear Deck: 272 sq ft.
<b>Swimming Pool</b>	Proposed 450 sq ft.
<b>Detached Garage</b>	Existing 550 sq. ft.
<b>Shed</b>	Proposed 200 sq ft.



# ABOUT YOUR BUILDING PERMIT

## GENERAL

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 and their contractor should familiarize themselves with all aspects of the Code of Northport regarding building.

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

## BUILDING CODES

2020 Codes of NY State:

[www.dos.ny.gov/building-standards-and-codes](http://www.dos.ny.gov/building-standards-and-codes)

The Incorporated Village of Northport Codes:

[www.northportny.gov](http://www.northportny.gov)

## LENGTH OF PERMIT

The Village of Northport Building Permit is active for **ONE** year, expiring **ONE YEAR** from the date of issue. It is conditionally renewable for a maximum of two additional one-year periods. The fee for each of these renewals will be 1/2 the fee paid at the issuance of the building permit. At the expiration of three years from the original date of issuance of the permit, the building permit shall expire and become null and void. No renewal thereof shall be permitted.

## APPLICATION TURNAROUND

Once received by the Building Department and ALL requirements are received the Plans Examiner will have thirty (30) days to review your application. If you would like to check the status of your application please wait until after thirty (30) days from the date of a complete submission.

## HOURS OF OPERATION FOR CONSTRUCTION

Except in the case of an emergency, in the interest of public health and safety, and then only as expressly authorized by the Code Compliance Director, Building Inspector or Village Administrator, it shall be unlawful and a violation of Chapter **106** for any person to undertake or engage in any exterior or outdoor construction activity outside of the hours of 8:00am and 7:00pm on weekdays or between the hours of 9:00am and 6:00pm on weekends.

## FEES

Shall be determined by the Plans Examiner as per Chapter 147 of the Code, Fee Schedule.

## INSPECTIONS

The owner and/or applicant is responsible to call for the construction inspections appropriate to the project as per Inspection Checklists issued with permits. To schedule inspections, contact Jennifer Suriano at (631) 261-7502 extension 3102.

## CERTIFICATES OF OCCUPANCY (C.O.)

Certificates of Occupancy (C.O.) or Certificate of Compliance (C.C.) are required for all work for which a permit; building, plumbing, demolition, generator, solar panels or swimming pool is issued. C.O. or C.C. may only be issued after a properly completed ACTIVE permitted project. To close out a permit and receive a C.O. applicants must apply using the CO Application Form. Documents must be submitted together. Incomplete applications will be returned. All final documents must be submitted PRIOR to final inspection.

## 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.

**\*\*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.

# APPLICATION CHECK LIST

Forms **MUST** be submitted **TOGETHER** with this **CHECKLIST**  
Incomplete submissions **will be returned**

APPLICATION	Attached <input type="checkbox"/>	
ESTIMATED COST OF PROJECT	Provided <input type="checkbox"/>	
TAX BILL OR PROOF OF OWNERSHIP	Attached <input type="checkbox"/>	
PHOTOGRAPHS	Attached <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
PRODUCT SPECIFICATIONS	Attached <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
SURVEY	Attached <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
CONTRACTOR INSURANCE FORMS	<div> <u>General Contractor</u> <input type="checkbox"/>  General Liability Acord <input type="checkbox"/>  Workman's Comp Form <input type="checkbox"/>  Disability Insurance Form <input type="checkbox"/>  Copy of License <input type="checkbox"/> </div> <div> <u>Plumber</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/>  General Liability Acord <input type="checkbox"/>  Workman's Comp Form <input type="checkbox"/>  Disability Insurance Form <input type="checkbox"/>  Copy of License <input type="checkbox"/> </div> <div> <u>Electrician</u> <input type="checkbox"/> Not Applicable <input type="checkbox"/>  General Liability Acord <input type="checkbox"/>  Workman's Comp Form <input type="checkbox"/>  Disability Insurance Form <input type="checkbox"/>  Copy of License <input type="checkbox"/> </div>	
SITE PLAN	Attached <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
ZONING ANALYSIS	Attached <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
CONSTRUCTION DOCUMENTS	Attached <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
AFFADAVIT	SIGNED AND NOTARIZED <input type="checkbox"/>	

► Please read descriptions of submissions to clarify documents required in their entirety. Incomplete applications will be returned.

► All documents must be submitted TOGETHER or will be returned and marked INCOMPLETE.

► Once a complete application is submitted it will be dates/stamped. It may take up to 30 days from dated stamp to receive permits. Additional approval by Lead Agencies will add time to issuance of permits

For Office Use:

**Date of Complete Application:**



# CERTIFICATE OF OCCUPANCY APPLICATION

## USE FOR:

New houses, additions/alterations - change of use  
Maintain existing built w/o permit

Conditions of Occupancy - Certificate of Occupancy required, as per the Code of the Village of Northport, Chapter 106, Section 106-15A.-D. Conditions for application, listed in the Code, Chapter 106, Section 106-16A.-C.

**FINAL PAPERWORK AND THIS FORM MUST BE SUBMITTED PRIOR TO REQUESTING A FINAL INSPECTION  
A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED WITHOUT THIS FORM.**

### APPLICANT INFORMATION

PERMIT #:		ADDRESS:	
NAME:		S/B/L:	
PHONE:		EMAIL:	

### FINAL PAPERWORK REQUIREMENTS

The below documents must be submitted and approved prior to scheduling of final inspection.

Please refer to the check list provided to you with your permit.

**Documents should be submitted with this form prior to requesting a final inspection**

Final Survey	Three (3) copies, signed and sealed by licensed surveyor to be submitted prior to final inspection. As required in <i>the Code, Chapter 106, 106-16C.</i> (See attached.)
As-Built set of Construction Drawings <u>OR</u> Architectural Certification Letter	Stating the project has been constructed as per plans and all applicable NYS and local codes.
Electrical Certificate (UL)	Obtain inspection/certification of electrical work from either independent inspection agency, New York Board Fire Underwriter's or Electrical Inspector's Inc. This should be coordinated by your Electrician.
Plumber's Certification Letter	Letter from job plumber stating that the project has been constructed according to all applicable NYS and local codes.
Sanitary System Approval	For new private septic: final approval from Suffolk County Health Department. For new sewer hookup: test and approval by Northport Sewer Department.
HVAC Specifications	Detailed description (specifications) of HVAC equipment installed.

For office use:

**HAVE ALL OF THE CONDITIONS OF THIS APPLICATION?**

☐ YES

Final Inspection Date:

☐ Approved

☐ Denied

Inspector:

ROLAND BUZARD  
VILLAGE ADMINISTRATOR

Signature: