

TOWN OF SHELTER ISLAND
38 North Ferry Road, P.O. Box 970
Shelter Island
New York 11964

J. Chris Tehan: Building Inspector
Reed Karen: Building Inspector
www.shelterislandtown.us

Tel. (631) 749 - 0772
Fax (631) 749-9305

BUILDING PERMIT APPLICATION, INSTRUCTIONS

- 1) Application must be completed and submitted, with two sets of stamped plans 1/4" scaled, stamped by architect or engineer, to the Building Department **AND** *One Digital set of stamped plans, with survey, (DEC, SCHD, WNW) all jurisdictions and building permit application, owner authorization & all contact information in **DIGITAL PDF format** to be sent to memcgayhey@shelterislandtown.us.
- 2) **NO INCOMPLETE** applications will be accepted. If DEC permit/letter of non-jurisdiction, Suffolk County Dept. of Health, or West Neck Water District Approval is required, it must be submitted at the time of application is made.
- 3) Survey of premises must accompany application for all permits. At the discretion of the Building Department staff, survey requirement may be waived for repairs or interior work which does not affect the setbacks. Survey (scaled no more than 50' to the inch) must show all existing structures and any planned improvements; all setback dimensions must be indicated. Updated survey will be required **BEFORE** a Certificate of Occupancy can be issued. A topographical survey, including flood zone boundaries, will be required for all new construction, waterfront and/or low-lying properties.
- 4) Work covered under this application may not be commenced before the issuance of a Building Permit.
- 5) Upon approval of this application, the Building Inspector will issue a Building Permit to the applicant; such permit shall be kept on the premises, available for inspection throughout the process of the work.
- 6) During the course of construction, the owner and/or contractor is responsible for contacting the Building Department to arrange for the necessary inspections at each stage of construction:

Footings
Foundation
Tarring of foundation
Framing
Rough plumbing
Rough electric,
Insulation
Final Inspection

Each inspection must be conducted BEFORE work proceeds to the next level. In the case of non-compliance to Code standards, any and all defects must be corrected BEFORE work can proceed to the next stage. Failure to obtain necessary inspections may result in the issuance of a Stop Work Order.

- 7) No building shall be occupied or used, in whole or in part, for any purpose whatsoever until a Certificate of Occupancy has been issued by the Building Department.**
- 8) Street #'s must be visibly posted on the property before the issuance of a CO**
- 9) It is the duty of the owner to determine which restrictions and covenants, if any, affect the premises. The issuance of a Building Permit does not constitute a waiver of any private restrictions or covenants affecting the premises.**

A 10 ft. vegetative buffer must be maintained around all new construction where possible.

- 10) All new construction must be designed to keep water run-off on the property.**

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APPLICATION FOR BUILDING PERMIT

Owner.....

Address.....Phone#.....

Nature of work to be performed.....

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Proposed usage.....

Estimated cost of construction.....

Contractor.....

Contractor's address.....

Location of premises on which work will be performed:

District/Section/Block/Lot..... Zone.....

Street address.....

Setbacks: FY..... SY..... RY.....

Application is hereby made to the Building Department for the issuance of a permit pursuant to the Building Ordinance of the Town of Shelter Island, County of Suffolk, New York and all other applicable laws, ordinances, or regulations for the construction of buildings, additions, alterations, etc., or for the removal of demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances, and regulations.

Signature of applicant.....

Date.....

Home Improvement License #..... Application #.....

Electrical License #..... **Permit #**.....

Plumbing License #..... **Permit Fee**.....

Type of Heat Used_____

CO Fee.....

Type of Fuel Used_____

Total Fees.....