



# Town of Brookhaven Long Island

## **BUILDING PERMIT REQUIREMENTS**

**BUILDING PERMIT APPLICATION** – completed and signed (make sure that you have the correct mailing address for the applicant, engineer/architect and builder). **FORM AVAILABLE ONLINE**

**PLUMBING PERMIT APPLICATION** – completed, signed and notarized by plumber (If homeowner is doing work, sign bottom of application). **FORM AVAILABLE ONLINE**

**TRANSACTIONAL DISCLOSURE** – completed and sign

**CERTIFICATION OF STRUCTURES FORM** – completed and signed.

**EXISTING CONSTRUCTION AFFIDAVIT**—completed and notarized

**AFFIDAVIT FOR HEALTH DEPARTMENT REQUIREMENTS**—(additions to existing structures)

**SURVEYS -FOUR (4) PHOTO COPIES OF A SURVEY** – **Surveys must be complete, legible, full size and to scale.** The surveyor's seal and the survey date and/or revision date must be on the survey. The distance from the nearest tie street must be indicated. Pencil in existing/proposed additions or accessory structures, show exact dimensions and distance to property lines.

**PLANS – THREE (3) SETS OF CONSTRUCTION PLANS AND A DIGITAL COPY IF AVAILABLE FOR ALL PERMITS.** Proposed and existing additions to one- and two- family residences 700 square feet or larger and all second story additions must have plans prepared by a Registered Architect or Professional Engineer. Plans to be a minimum scale of 1/4" to one foot. Plans must demonstrate compliance with the NYS Uniform Fire Prevention and Building Code and the Energy Code of NYS including all dimensions, structural details, insulation values, anchor bolts, hold downs and strapping details, windows and door styles and sizes, live and dead loads, siding and roofing materials, ventilation details and uses for each space. Manufacturer's specifications are to be submitted for heating units, air-conditioning units, stoves and factory-built fireplaces. For residential additions and new dwellings, plans must be dropped off for review. See the Residential Drop-Off Plans Checklist for detailed submission requirements.

**CERTIFICATES** - One (1) PHOTO COPY of all Certificates of: Occupancy, Compliance, Existing Use, or Zoning Compliance for all existing structures on premises.

**WORKERS COMPENSATION AND DISABILITY – (Proposed Structures)** – The only Certificate of Insurance forms accepted as proof of Workers Compensation from builder/contractor are: C-105.2 (9-07), SI-12, U-26.3, GSI-105.2, WC/DB-100, and Disability are: WC/DB-100, db-120.1 or DB-155. The Town of Brookhaven must be named as Certificate Holder. ***NO ACORD FORMS WILL BE ACCEPTED.*** If the **HOMEOWNER** is doing their own work, they must complete form **BP-1** and **HAVE IT NOTARIZED**. For additional information please call Walter Peretti at NYS WC Board 518-402-8330.

**FEE**-You must pay when application is accepted based on sq. footage and/or cost of materials. (Minimum \$61.88) Cash/check only.

**UNIVERSAL DESIGN PERMIT FEE**- To qualify for the reduced fee your plans must demonstrate compliance with the Universal Design criteria as specified in Town Code 16-5.

**Suffolk County Health Dept. (If applicable) 852-5700**

**Environmental permits (T.O. B.) and/or (N.Y.S.) (if applicable)**

**Historic District Advisory Committee (T.O.B.) approval (if applicable)**

**Homeowners Association approval letter (If you reside in a condominium, townhouse, co-op or certain residential areas)**

[www.brookhaven.org](http://www.brookhaven.org)

10/11/16

Building Division  
Tullio Bertoli, AICP, Commissioner  
Arthur Gerhauser, Chief Building Inspector  
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