



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). [View Building Permit Application Form Online](#)

PLUMBING PERMIT APPLICATION – completed, signed and notarized by plumber (if homeowner is doing work, sign bottom of application). [View Plumbing Permit Application Online](#)

TRANSACTIONAL DISCLOSURE – completed and signed. [View Transactional Disclosure Form Online](#)

CERTIFICATION OF STRUCTURES FORM – completed and signed. [View Certificate of Structures Form Online](#)

EXISTING CONSTRUCTION AFFIDAVIT—completed and notarized. [View Existing Construction Affidavit Form Online](#)

AFFIDAVIT FOR HEALTH DEPARTMENT REQUIREMENTS (additions to existing structures)
[View Health Department Affidavit Form Online](#)

SURVEYS – ONE ORIGINAL AND THREE COPIES Surveys must be legible, full size and to scale. SURVEY MUST BE NO OLDER THAN ONE YEAR FROM DATE OF APPLICATION. PLEASE SEE EXCEPTIONS ON LAST PAGE OF THIS FILE. 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. [View Residential Drop-Off Plans Checklist Form Online](#)

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 Building Department 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. [View BP-1 Insurance Affidavit Form Online](#)

SPECIAL FLOOD HAZARD AREAS – Properties located in the Special Flood Hazard Area must submit a "Floodplain Development Permit Application" with the Building Permit application.

NITROGEN PROTECTION ZONE - Properties located in the Nitrogen Protection Zone will require approval of the Town of Brookhaven Environmental Division prior to the issuance of a building permit for certain scopes of construction.

FEE-You must pay when application is accepted based on sq. footage cost and/or cost of materials, or other basis as specified in the Town Code. (Minimum \$63.44) Cash/Check/Credit cards are accepted.

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)

Be advised that effective February 1, 2018, an original property survey or updated survey no greater than one-year old, showing all structures currently on the property, is required to be submitted with all residential building permit applications except for the following:

- Alteration of existing space. Survey may be more than one year. (Alteration of space does not include the addition of space)
- Conversion of existing space to habitable space. e.g. garage conversion, finishing a basement. Survey may be more than one year old.
- Applications for licenses. A survey for a Rental Registration or Accessory Apartment may be more than one-year.
- Renewal of a Building Permit.

The purpose of the survey requirement at application is to provide sufficient information to enable the Building Division to make an accurate determination regarding what buildings, structures, and improvements exist with the benefit of a Certificate and which may require a permit. We anticipate that a more accurate review at the time of the permit application will result in a smoother process for the issuance of the Certificate of Occupancy.

In the above policy it is not required to provide a current survey when renewing a permit. However, when a current survey for completed work is available at the time of renewal it allows Building Division staff to identify structures on the property that are not in compliance with Town Code. This will allow the applicant to address their problems prior to the C.O. process.

The above survey requirement does not change the requirement for a final survey.