



Town of Brookhaven Long Island

CHAIN OF TITLE

SINGLE & SEPARATE

Show survey to the Permit Examiner to get a Chain Date – **Requirements are as follows:**

1. **Survey to Scale** – 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.
2. **Building Permit Application** – Completed and signed (make sure that you have correct mailing address and phone number of applicant, engineer/architect and builder).
3. **Chain of title (from Title Company) –An Authorized Agent's letter from the underwriter is required when the chain of title is done by any company other than a Title Insurance Company, such as an Abstract Company. It must have an original signature, not a photocopy, otherwise it will be returned to you for re-submittal.**
4. **Fee - \$43.99** to have the Chain read by the Law Department. (Estimated return time from the Law Department is approximately 3 – 4 weeks, Building Division will call when it is returned).

1-2020

Building Division
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