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 resubmittal.

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
Beth Reilly, Esq., Commissioner
Tara McLaughlin, Deputy Commissioner
Angus Graham, Chief Building Inspector
One Independence Hill, Farmingville, NY 11738 • Phone 631-451-6333 • Fax 631-451-6341
www.brookhavenny.gov