

VILLAGE OF SHOREHAM

Instructions for obtaining a building permit for alteration or addition or renovation with an increase to existing square footage including a detached structure (with required forms)

This Building Permit Application Package is online at:
www.shorehamvillage.org

Please read / review / print documents herein. Thank you in advance. You will need:

1. Application for a Building Permit filled out, signed and dated.
2. Inspection(s) Affidavit filled out, signed and dated.
3. Plumbing Affidavit filled out, signed and dated.
4. Copy of Certificate of Occupancy of Certificate of Existing Use.
5. One (1) original survey indicating preliminary approval by the Suffolk County Health Department as to water supply and sewage system **or**, applicant's statement of exemption, form VS-12 (08/14).
6. Six (6) current **signed** and **stamped** surveys by a licensed land surveyor with required information described on form VS-16 (08/14).
7. Board of Appeals approval where application does not indicate conformity with the Zoning Ordinance including proof that any declarations and/or covenants as may be applicable have been properly filed.
8. Transaction Disclosure – signed and dated.
9. Six (6) sets of construction plans. When construction is 50% or more of the existing footprint plans must show Energy Star compliance from HERS rater. Plans must be signed and sealed by a registered architect or professional engineer. Plans must include a plumbing diagram, HVAC mechanicals, calculations of existing square footage of all structures and the total square footage of what is proposed. Plans must show calculations of proposed square footage of site disturbance and use and detail containment of storm water runoff.
10. Proof of Workers Compensation & Disability Insurance, Liability Insurance.
11. Excavation Affidavit signed and dated.
12. Fee(s) will be determined by the Building Department.

**Incorporated Village of Shoreham
Building Department
80 Woodville Road, Box 389
Shoreham NY 11786
www.shorehamvillage.org**

VS-15 (08/14)

VILLAGE OF SHOREHAM
Building Department
Suffolk County, NY
Building Permit Application

OFFICIAL USE ONLY:

Planning Department: (Required) Yes _____ No _____ Date: _____
Building Department: (Required) Yes _____ No _____ Date: _____
Design Review Board: (Required) Yes _____ No _____ Date: _____
Dept. of Public Wks: (Required) Yes _____ No _____ Date: _____
Coastal Erosion: (Required) Yes _____ No _____ Date: _____
Bd. of Zoning Appeals: (Required) Yes _____ No _____ Date: _____
SCDH: (Required) Yes _____ No _____ Date: _____
Other: _____ (Required) Yes _____ No _____ Date: _____
Other: _____ (Required) Yes _____ No _____ Date: _____

APPLICANT USE: This application must be typewritten or printed. Applicable information must be supplied.

APPLICATION - is hereby made for a permit to do the following work, to be done in accordance with the description, survey/site plan, and building plans submitted pursuant to Section 57 of Worker's Compensation Law, Zoning Ordinances, Building Codes and all other applicable ordinances and laws.

Nature of proposed work: New Home ____ Addition ____ Renovation ____ Dormer ____
Accessory Structure ____ Deck ____ Pool ____ Solar ____ Other _____ (specify)

Property - Ownership:

Suffolk County Tax Map Number: District 0207 Section _____ Block _____ Lot(s) _____

Address: _____

Owner Name: _____ Phone _____ E-mail _____

Owner Mailing Address: _____

Authorized Agent/Attorney Name _____ Phone _____ E-mail _____

Authorized Agent/Attorney Address: _____

Applicant is: Owner ____ Lessee ____ Agent ____ Architect ____ Contractor ____ Other ____

Applicant Mailing Address: _____

Architect: Name _____ Address _____

Phone number: _____ Fax #: _____ E-Mail _____

Contractor: Name _____ Address _____

Phone number: _____ E-Mail _____ HI License Number _____

Plumber: Name _____ Address _____

Phone number: _____ E-Mail _____ Registration Number _____

Electrician: Name _____ Address _____

Phone number: _____ E-Mail _____ Registration Number _____

Description/request/use/size of proposed work: _____

Estimated Cost: _____

Date: _____

-----**Owner Certification**-----

STATE OF NEW YORK)

)SS :

COUNTY OF SUFFOLK)

_____, being duly sworn deposes and says that he/she/they is (are) the Owner of the property described in the within application and declares under the penalty of perjury that he/she/they personally filled in the above information and certifies its accuracy. (For corporate ownership please state corporate title)

Owner Name (Printed) _____ Signature _____ Title _____

Owner Name (Printed) _____ Signature _____ Title _____

Sworn to before me this ____ day of _____, 20 ____

Notary Public

-----**OR**-----

-----**Agent Authorization**-----

_____, being duly sworn deposes and says that he/she/they is (are) the Owner of the property described in the within application and hereby authorizes _____, to act as agent(s) to apply for, sign and file the documents necessary to obtain a Building Permit for the project, as described above.

STATE OF NEW YORK)

)SS :

COUNTY OF SUFFOLK)

Owner Name (Printed) _____ Signature _____ Title _____

Sworn to before me this ____ day of _____, 20 ____

Notary Public

VILLAGE OF SHOREHAM
Building Department
Suffolk County, NY

INSPECTION(S) AFFIDAVIT

PROPERTY DESCRIPTION: SCTM

DISTRICT _____ SECTION _____ BLOCK _____ LOT _____

TYPE OF APPLICATION _____

OWNER _____ AGENT FOR OWNER _____

ADDRESS OF PROPERTY _____

STATE OF NEW YORK)

) s s:

COUNTY OF SUFFOLK)

_____, being duly sworn deposes and says that he/she/they is (are) the Owner or Agent for the Owner of the property described within and declares under the penalty of perjury that the Owner will allow, permit and consents to the Village Building Commissioner, and/or Building Inspector and/or any officer or employee of the Village Building Department to enter upon the subject premises without a search warrant for the purpose of inspecting the work being performed under a building permit issued by the Village.

Owner Name (Printed) _____ Signature _____

Agent (Printed) _____ Signature _____

Sworn to before me this ____ day of _____, 20____

Notary Public

VILLAGE OF SHOREHAM
Building Department
Suffolk County, NY

PLUMBING - HVAC AFFIDAVIT

PROPERTY DESCRIPTION: SCTM

DISTRICT _____ SECTION _____ BLOCK _____ LOT _____

TYPE OF APPLICATION _____

OWNER _____ AGENT FOR OWNER _____

ADDRESS OF PROPERTY _____

STATE OF NEW YORK)

) s s:

COUNTY OF SUFFOLK)

_____, being duly sworn deposes and says that he/she/they is (are) the Owner or Agent for the Owner of the property described within and declares under the penalty of perjury that the Owner will comply with all State and local laws pertaining ALL plumbing, heating, air conditioning, air handlers, solar hot water heater(s) and drainage as may be proposed or required for new construction and/or modified for existing construction.

Owner Name (Printed) _____

Signature _____

Agent (Printed) _____

Signature _____

Sworn to before me this ____ day of _____, 20 ____

Notary Public

VILLAGE OF SHOREHAM
Building Department
Suffolk County NY

AFFIDAVIT OF EXEMPTION OF
SUFFOLK COUNTY HEALTH DEPARTMENT APPROVAL

(For Additions and Renovations to Existing Structures)

PREMISES LOCATED AT _____

SCTM number _____ District _____ Section _____ Block _____ Lot _____

STATE OF NEW YORK)
) ss:
COUNTY OF SUFFOLK)

I, _____, residing at _____ hereby certify

under the penalties of perjury that the existing number of bedrooms at the above location is _____ and when the construction for which this building permit is issued is complete, the total number of bedrooms at this location will be _____. I certify the proposed construction (*strike one and initial that which applies*) [will] / (will not] make it necessary to relocate any part of my existing sewage disposal system. I further certify under penalty of perjury that I am acting on my own behalf and that the foregoing statements are true and correct to the best of my knowledge and belief.

Print name

Signature of Affiant

Personally appeared before me the above named _____ personally known to me, who being duly sworn, deposes and says that he/she executed the above instrument and that the statement and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this _____ day of _____, 20 ____ .

Notary Public

Incorporated Village of Shoreham
Building Department
80 Woodville Road, Box 389
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www.shorehamvillage.org

VS-12 (08/14)

VILLAGE OF SHOREHAM
Building Department
Suffolk County NY

SITE PLAN/SURVEY REQUIREMENTS FOR BUILDING PERMIT
APPLICATION FOR ALTERATION – RENOVATION - ADDITION

All surveys/site plans must be current and provide the following:

- Owner's name & Suffolk County Tax Map Number: District-Section-Block-Lot.
- Existing topographical elevations throughout parcel shown in two (2) foot graduations - when a foundation is enlarged.
- All existing buildings and structures on the property with setback distances.
- Proposed alteration-addition including decks, accessory structure(s), and/or pool all with setback distances.
- Owners of adjacent property.
- **STREET DRAINAGE:** Any existing road catch basin(s) for drainage within 200 ft.
- **DRIVEWAY:** Existing and proposed driveway must be located on survey. Any alteration to existing driveway must state on survey: *"To be minimum stone blend with drainage required by Village of Shoreham"*.
- **CESSPOOL(s):** Location of existing and/or proposed cesspool.
- **CATCH BASINS:** Location of proposed catch basins for storm water runoff.
- **FLOOD ZONE:** If property is in a flood zone the survey must have **True Datam** (not assumed). If house has crawl space, show crawl elevation and submit design showing flood vents and vent calculations. No more than 1 foot standing water is allowed. Bottom of crawls to be a minimum of 3 ft. above ground water elevation. First floor elevations to be a minimum of 2 ft. above flood zone elevation.
- **GRADING:** A proposed site-grading plan must be submitted for any alteration that alters existing topography and/or existing storm water runoff. Show existing contours (dotted) and proposed contours (solid).
- **TREES:** Show all existing trees on the site with diameter of twelve inches (12) or more.
- **RETAINING WALLS:** The use of retaining walls may be required. If so, show proposed wall(s) on survey showing proposed top and bottom elevations. **NOTE:** If wall is over 4 ft. in height, an Engineers' or Architects' design must be submitted. In addition to drainage a fence/protective barrier may be required by the Building Department atop any retaining wall.
- **BOARD OF ZONING APPEALS (ZBA):** Applications with ZBA approval **must** be submitted with the grant letter. All conditions, mitigation measures and covenants must be listed and illustrated on survey including clearing limits, buffers & drywells and the like.

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VS-16 (08/14)

VILLAGE OF SHOREHAM
TRANSACTIONAL DISCLOSURE FORM
(Conflict of Interest Disclosure)

This Transactional Disclosure form is required to be submitted by an applicant for certain applications submitted to the Village of Shoreham. The purpose of the disclosure is to alert the Village if a party of influence has an interest in this application, or if someone within the Village who will participate in any decision making process has an interest in the application.

Name _____

Address _____

Phone _____ Fax _____ Email _____

This form is for: () An Individual () A Corporation () A Partnership () Other

Nature of Application:

() Building Permit () Demolition () Variance () Tax Grievance () Change of Zoning

() Platt Approval () C of EU () Amendment () Exemption () Bidding

Affected parcel (address) _____

Does any elected officer, appointed official or employee of the Village of Shoreham or his/her spouse, brother, sister, parent, child, grandchild or spouse of any of them, have an interest in this application by virtue of being the actual applicant, being the owner of the actual property or having an interest in the corporation, partnership or association making such application? **Yes** () **No** ()

If NO, Please go to Section 4, sign and date.

If YES, Please complete the appropriate section below.

Section 1- For an Individual:

Interested Party:

Name _____

Address _____

Section 2 - For a Corporation:

Interested Party:

Name _____

Address _____

Title _____ Department _____

Relationship to elected officer, appointed official or employee, if other than Self: _____

Yes () No () Is the owner of greater than five percent (5%) of the corporate stock of the application when the applicant is a corporation whose stock is publicly traded?

Yes () No () The actual applicant,

Yes () No () An Officer, Director, Partner, or Employee of the applicant, or

Yes () No () Legally or beneficially owns or controls any stock of a non-publicly traded corporate applicant or is a member of a partnership or association of the applicant.

Section 3 - For a Partnership or Association:

Interested Party:

Name _____

Address _____

Title _____ Department _____

Relationship to elected officer, appointed official or employee, if other than Self: _____

Yes () No () Does the owner hold five percent (5%) interest of publicly traded shares?

Yes () No () The actual applicant,

Yes () No () An Officer, Director, Partner, or Employee of the applicant, or

Yes () No () Legally or beneficially owns or controls any stock of a non-publicly traded corporate applicant or is a member of a partnership or association of the applicant.

SECTION 4 - ALL APPLICANTS, PLEASE FILL OUT BELOW, SIGN AND DATE:

Name (print) _____ Date _____

Signature _____

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VILLAGE OF SHOREHAM
Building Department
Suffolk County, NY

EXCAVATION AFFIDAVIT

Article 36 of the New York State General Business Law requires that no excavator shall commence or engage in any excavation or demolition unless and until he has served timely notice as provided in the law to operators who maintain underground facilities in the Village of Shoreham. Such notice shall be served in accordance with the Rules and Regulations promulgated by the Board of Standards & Appeals pursuant to section twenty-eight (28) of the Labor Law.

UNDERGROUND OPERATORS

A ONE (1) CALL CENTER FOR ALL UNDERGROUND OPERATORS

NOTE: CONTRACTOR TO PHONE NOT HOMEOWNER

1-800-272-4480

N.Y.S.D.O.U
PSEGLI - LIP A - KEYSpan
SUFFOLK COUNTY HEALTH SERVICES

TELEPHONE
CABLEVISION
SUFFOLK COUNTY WATER AUTHORITY

PROPERTY DESCRIPTION: SCTM

DISTRICT _____ SECTION _____ BLOCK _____ LOT _____

TYPE OF APPLICATION _____

OWNER OF PROPERTY _____ AGENT FOR OWNER _____

ADDRESS OF PROPERTY _____

AFFIDAVIT OF EXCAVATION

STATE OF NEW YORK)

)
✽

COUNTY OF SUFFOLK)

_____, being duly sworn deposes and says that he/she is the Owner or Agent for the Owner of the property described within and declares under the penalty of perjury that the Owner will comply with Article 36 of the New York General Business Law and any other law regarding underground facilities.

Owner Name (Printed) _____ Signature _____

Agent (Printed) _____ Signature _____

Sworn to before me this _____ day of _____, 20 _____

Notary Public

VS-13 (08/14)

VILLAGE OF SHOREHAM

RE: SECTION 125 OF NEW YORK STATE GENERAL MUNICIPAL LAW ...

For all building permits in the Village of Shoreham, an applicant is required to either:

1. PROVIDE PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. PROVIDE AN AFFIDAVIT THAT SUCH BUILDING PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementation of Section 125 of the General Municipal Law

1. General Contractors and Business Owners: For businesses listed as the general contractors on building permits, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is **ONE** of the following forms that indicate that they are:

- ◆ insured (C-105.2 or U-26.3),
- ◆ self-insured (SI-12), or
- ◆ are exempt (WC/DB-100 or WC/DB-101),

under the mandatory provisions of the WCL. Any residence that is not a **1, 2, 3 or 4 Family, owner-occupied residence** is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-Occupied Residences: For homeowners of a **Single Family, owner-occupied residence**, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form VS-2 (07/14).

- ◆ Form VS-1 (07/14) shall be filed if the homeowner of a **Single Family, owner-occupied residence** is listed as the general contractor on the building permit, and the homeowner
 - * is performing all the work for which the building permit was issued him/herself,
 - * is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all work for which a building permit was issued or helping the homeowner perform such work, or,
 - * has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ◆ If the homeowner of a **Single Family, owner-occupied residence** is hiring or paying individuals a total of **40 hours or MORE** in any week (aggregate hours of all paid individuals on the jobsite) for work performed under the permit, then the homeowner may not file the "Affidavit of Exemption" but shall either:
 - * acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form) or, if appropriate, file a WC/DB-100 exemption form, **OR**
 - * have the general contractor, (performing the work on a single family, **owner-occupied residence**, listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.

VS-1(07/14)

VILLAGE OF SHOREHAM

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage
And Disability Benefits for a Single Family, Owner-occupied Residence.

NOTE: This form cannot be used to waive the workers' compensation rights or obligations of any party.

STATE OF NEW YORK

COUNTY OF SUFFOLK ss:

_____ *being duly sworn, deposes and says as follows:*

Under penalty of perjury, I certify that I am the owner of the single family, **owner-occupied** residence listed on the building permit application that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- () I am performing all the work for which the building permit was issued.
- () I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- () I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a WC/DB-100 exemption form; OR
- ◆ have the general contractor, performing the work on the single family, **owner-occupied** residence listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

Hold Harmless: I also agree to hold the Incorporated Village of Shoreham harmless for any claim and/or cause of action that may arise from the work performed by any individual(s) under a building permit issued by the Village of Shoreham to which this Affidavit of Exemption is applicable.

Property Address: _____

Signature _____ Date _____

Sworn to before me this _____ day of _____ 201_____

NOTARY PUBLIC

VILLAGE OF SHOREHAM

LIABILITY INSURANCE REQUIREMENTS FOR BUILDING PERMIT

In addition to requirements of New York State General Municipal Law Section 125 regarding workers' compensation and disability insurance coverage the Village of Shoreham requires that an applicant provide proof of liability insurance, prior to the issuance of a building permit.

When a general contractor is performing all the work under a building permit, an insurance certificate evidencing general liability insurance coverage from the general contractor's insurance carrier MUST be provided to the Village of Shoreham. The certificate of insurance MUST:

- a) state the location of where work is being performed
- b) name the Incorporated Village of Shoreham as "Certificate Holder"
- c) name the Incorporated Village of Shoreham as "Additional Insured"
- d) state the time frame for notice of cancellation.

When an applicant submits an Affidavit of Exemption from the requirements of GML Section 125, the applicant must provide the Village of Shoreham with proof of homeowner's insurance for the address where work is being performed under a building permit. An insurance certificate evidencing homeowner's liability insurance must be submitted to the Village of Shoreham and must name the Incorporated Village of Shoreham as "Certificate Holder".

Note - Demolition Permit: For issuance of a Demolition Permit by the Village of Shoreham, the compensation and liability insurance certificate must not disclaim "demolition" from coverage under the insurance policy.

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