



## VILLAGE OF SAGAPONACK

PO Box 600  
3175 Montauk Highway  
Sagaponack, NY 11962  
www.sagaponackvillage.org  
631-537-0017 631-537-0612 (FAX)

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### BUILDING PERMIT PROCESS

#### General Information:

- Building Permits are required for most construction, including modifications and repairs to existing structures.
- The Building Inspector for the Village is in the office on Monday, Wednesday and Friday.

#### Building Permit Application Process:

1. Building permit application forms with detailed instructions are available from the Building Department at Village Hall.
2. An original Building Permit Application must be submitted to the Building Department who will then verify that the application is complete. The Instructions for Filing a Building Permit lists all of the information and documents that are required for a complete application.
3. Building Permit Applications which are not completed properly or submitted without the necessary attachments, will not be accepted by the Building Department. Such applications will be returned to the applicant noting the missing documentation.
4. Building permit applications and attachments which are deemed to be complete will be reviewed for compliance with Village Code and the Building Code of New York State.
5. After the application has been reviewed, one of the following actions will transpire:
  - a. Building permit will be issued for all applications which may be approved by the Building Inspector without referral to the Planning Board, Zoning Board of Appeals and the Architectural and Historic Review Board.
  - b. Building permit applications that are required to be reviewed by the Architectural and Historic Review Board will be referred to the Board as provided for under Chapter 245-74 of the Village Code.
  - c. Building permit application will be denied
6. In cases where Building Permit Applications are denied, applicants will be notified and provided with the reasons for such denial and if applicable, with information on the procedures for filing applications for Site Plan Review and/or Zoning Board of Appeals.
7. The Building Department will issue building permits as soon as possible after receiving Board approvals. However, building permits will not be processed if there are outstanding zoning violations.
8. Applicants are responsible to request the required inspections in a timely manner. The Certificate of Occupancy cannot be issued without documentation of the required inspections by the Building Inspector.
9. A final inspection should be requested by the applicant after the work is completed and all final paperwork as required by the Building Department is submitted.



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### REQUIRED INSPECTIONS DURING CONSTRUCTION PROCESS

#### General Information:

This information sheet is presented as a guide for you during the building process. Please contact the Building Department far enough in advance as possible to allow the Building Inspector to schedule the inspection in a timely manner. Any changes in work must be filed with the Building Department prior to the inspections.

#### Required Inspections:

1. Foundation Inspection
  - Requires in progress survey for foundation including elevation to top of foundation
  - Partial foundation inspection after placement of foundation
2. Strapping Inspection
3. Framing and rough plumbing inspection
4. Electrical Inspection - This inspection is performed by an electrical inspector of the electrician's choice
5. Insulation Inspection
6. Final Inspection
7. The following certificates may be required upon the final inspection:
  - final survey with topography of property in 1' contours
  - final Board of Health
  - solder affidavit
  - electrical certificate
  - elevation certificate
  - blower door test certificate (for new construction only)
  - completion of any restrictions/covenants imposed by the Planning Board, ZBA, or AHRB.
8. Upon approval of final inspection, the Building Inspector will issue a Certificate of Occupancy or a Certificate of Compliance



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### BUILDING PERMIT APPLICATION

#### INSTRUCTIONS FOR FILING A BUILDING PERMIT

##### General Information:

This information sheet is presented as a guide for your preparation of a complete building permit application. Please include all the documents and items required for the proposed work. All required information must be submitted on Village forms. No substitutions will be accepted.

##### Building Permit Application Requirements:

1. Building Permit Application
2. Building Permit non-refundable application fee of \$150.00. If project moves forward, this fee will be applied to the total building permit fee.
3. Construction plans 1/4" scale to include lighting schedule, not to exceed 2' x 3' and 1 digital set.  
\*\*Please email digital set to [pat@sagaponackvillage.org](mailto:pat@sagaponackvillage.org).

Number of Copies of Plans: Residential – 3 sets + 1 digital set - Commercial – 4 sets + 1 digital set

FOR POOLS ONLY: Provide cut sheet that includes the construction method. If using a main drain, a minimum of 2 are required which must be 3' apart and have an anti-entrapment cover. Include a statement that you are using an SVRS System as part of the pump system.

4. Three (3) current land surveys prepared within one (1) year of the application date. Survey must include the following information:
  - The public right of way between street line to edge of pavement showing all plantings and structures (fences, gates, gate posts, call boxes, etc.)
  - Existing and proposed work footprints
  - Principal and accessory setbacks and how they were calculated (zoning district, filed map rule, nonconforming lot administrative relief)
  - Required rear yard lot coverage of all structures and the percentage of coverage
  - Lot coverage of all roofed structures (building coverage) and the percentage of coverage
  - Total lot coverage of all manmade structures (driveways, patios at grade, pool, all playing courts, walkways, etc.)
  - Note if a tennis court is sunken
  - Spot Elevations as per Chapter 30-8(4) of Sagaponack Village Code
5. Building plans should include top of foundation elevation
6. FEMA Elevation Certificate – for flood hazard zones
7. Southampton Town Contractor Licenses - must be received prior to issuance of building permit
8. Builder/Contractor Certificate of Worker's Compensation – must be received prior to issuance of building permit
9. Builder/Contractor Certificate of Liability Insurance naming the Village of Sagaponack as certificate holder and as additional insured – must be received prior to issuance of building permit
10. Certificate(s) of Occupancy and/or outstanding permits(s)
11. Suffolk County Department of Health Services or exemption waiver
12. Brief description of scope of work to be performed
13. Fees – to be determined on acceptance of completed permit application.
14. Your street number must be posted as part of your Building Permit Application requirement as per Chapter 30-9G of the Village Code
15. FAR Calculations
16. RES Check

**VILLAGE OF SAGAPONACK  
BUILDING PERMIT APPLICATION  
INSTRUCTIONS FOR FILING A BUILDING PERMIT**

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**ADDITIONAL DOCUMENTS AND/OR APPROVALS IF APPLICABLE**

1. Any application in flood plan areas will require Site Plan Approval if fill is brought onto project site as per Chapter 245-61 (J) of the Village Code.
2. Suffolk County Department of Public Works
3. NYS Department of Environmental Conservation
4. Fire Marshall
5. Zoning Board of Appeals decision
6. Site Plan approval resolution
7. Landscape Plan – 3 sets if applicable

**DOCUMENTS NEEDED FOR AHRB PRESENTATION**

1. At least **three (3)**, three-dimensional (3D) views of proposed projects, in accurate color, preferably Computer generated, but hand-drafted is acceptable. These views should be from at least three perspectives and illustrations should be winter season (without foliage on trees or privet) inclusive of:
  - **One must be the perspective from the street**
  - **The other two must be from neighbors and/or diagonals from the street**
  - **These views should show the relationships from a distance among the main buildings in their totality**
2. Aerial view of proposed project
3. List of all materials and colors for exterior
4. At the discretion of the Board, applicant may be required to provide nighttime illumination renderings and a lighting analysis that includes glass to side wall coverage calculations
5. Google Earth image of the site and surrounding properties
6. Six copies of 17 x 11 site plans, drawings, survey, etc.
7. Submission of all of the above items for AHRB in pdf format for display at the AHRB meeting.

**THE ABOVE ITEMS MUST BE SUBMITTED AT TIME OF APPLICATION SUBMISSION.**

**ALL OF THE ABOVE ITEMS MUST BE SENT IN PDF FORMAT TO: [pat@sagaponackvillage.org](mailto:pat@sagaponackvillage.org)**



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**APPLICATION FOR BUILDING PERMIT**

Approval: Architectural & Historic  
Preservation Review Board

Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application No: \_\_\_\_\_  
Tax Map No. \_\_\_\_\_  
Health Dept. No. \_\_\_\_\_  
Permit Fee: \_\_\_\_\_  
Permit No: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**INSTRUCTIONS**

- All forms must be completed in ink or typed and submitted with the \$150.00 application fee.
- Work covered by this application may not be started before permit is issued.
- This application must be completed in every respect.
- Approved plans and specifications shall be available at the building site during construction.
- Building Inspector shall have the right to enter any building or enter upon any land at any reasonable hour to perform required inspections on construction described below.
- Agent, contractor or applicant as identified below will be notified when the permit is available for pick up at the Village Hall.
- All Certificates of Occupancy or Certificates of Compliance will be issued to the Owner.

**Date of Application:** \_\_\_\_\_

**OWNER(S) INFORMATION:**

Owner(s) of Property: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address of Owner(s): \_\_\_\_\_

Cell Phone of Owner(s): \_\_\_\_\_

Email of Owner (s): \_\_\_\_\_

If owner is a corporation, give name, title and address of two officers:

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**ARCHITECT INFORMATION:**

Architectural Firm: \_\_\_\_\_ Representative: \_\_\_\_\_

Address of Architectural Firm: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Contracting Firm Name: \_\_\_\_\_ Representative: \_\_\_\_\_  
Address of Contracting Firm: \_\_\_\_\_  
Office Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Southampton Town License no. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**SUBJECT PROPERTY:**

Property Street Address: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_  
Existing use of structure/premise: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Size of Lot: \_\_\_\_\_ sq ft Present Lot Coverage: \_\_\_\_\_

**NATURE OF WORK PROPOSED:**

Describe Proposed Project: \_\_\_\_\_  
\_\_\_\_\_

**Total Construction Sq Ft:** \_\_\_\_\_ **Principal Structure:** 1<sup>st</sup> Fl Sq Ft: \_\_\_\_\_ 2<sup>nd</sup> Fl Sq Ft: \_\_\_\_\_

**Basement Sq Ft:** \_\_\_\_\_ **Roofed Accessory Sq Ft:** \_\_\_\_\_ **Proposed Lot Coverage:** \_\_\_\_\_

**Total cubic yards of excavated materials:** \_\_\_\_\_

**Total cubic yards to remain on site:** \_\_\_\_\_ **Total cubic yards to be removed from the site:** \_\_\_\_\_

**Estimated Cost of Project:** \_\_\_\_\_

**Topography of Property**

Will the topography of the property be changed? No  Yes  If so, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If so, how many cubic yards will be added: \_\_\_\_\_

**Additional Information:**

1. Will solar panels be installed at this property? No  Yes  If yes, please complete Solar Panel application.
2. Will it be necessary for anyone involved directly or indirectly with this application to disturb any public highway for any reason? No  Yes  Reason \_\_\_\_\_
3. Does this property front on any State or County Highway? No  Yes
4. Does property require Wetlands or CEH Permit? \_\_\_\_\_ Wetlands \_\_\_\_\_ CEH \_\_\_\_\_ If so, please provide permit.
5. Is this property located in a FEMA Zone: No  Yes  If yes, what Zone? \_\_\_\_\_
6. Has this property received a variance? No  Yes  If so, please provide a copy with the application.
7. Has this property received Planning Board approval for any previous work? No  Yes  If so, please describe:  
\_\_\_\_\_  
\_\_\_\_\_

Application is hereby made to the Building Department for the issuance of a Building Permit pursuant to the New York State Building Construction Code, Village of Sagaponack Code Chapter 30 and all amendments thereto, for the construction of building, additions and/or alterations, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Sworn to before this  
\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Owner

Sworn to before this  
\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Owner

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**APPROVAL:** \_\_\_\_\_  
Date

\_\_\_\_\_  
Building Inspector



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**BUILDING PERMIT**

**AUTHORIZATION AND CONSENT**

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

\_\_\_\_\_ being duly sworn depose

and say:

1.     The undersigned are the sole owners of premises at  
\_\_\_\_\_
2.     The undersigned are the applicant(s) for a building permit.
3.     The undersigned consent to entry and inspection of the above premises as needed by the

Building Inspector and the Architectural and Historic Review Board.

4.     The undersigned authorize \_\_\_\_\_ whose contact  
information is \_\_\_\_\_ to appear on our behalf before the  
officials and agencies of the Village of Sagaponack.

Sworn to before this  
\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Owner

Sworn to before this  
\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Owner





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### VILLAGE CODES

Please be aware of the following Village codes concerning construction:

#### **Section 30-9(E):**

E. No building permit shall be issued unless (1) the recipient shall provide to the Building Inspector a survey of the premises at which the work is to be conducted, a list of all vehicles that will be used by any person or materialman expected to be at the site either on a regular or occasional basis and a plan acceptable to the Building Inspector depicting the onsite location for the standing or parking of any such vehicle and (ii) the recipient shall provide to the Building Inspector a written acknowledgement that no such vehicles shall be permitted to stand or park on any public or private road or shoulder thereof.

#### **Section 30-9(H):**

H. All construction activity is prohibited on Sundays at all times year round, after 3:00 p.m. on Saturdays between May 15 and September 15 and on the following holidays: New Year's Day, Dr. Martin Luther King, Jr., Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. "Construction activity" for purposes of this subsection, is any activity enabling the improvement of land, including by way of illustration, not limitation, construction of structures and other capital improvements of every kind and new landscaping utilizing construction machinery and vehicles. Any provision herein notwithstanding, a homeowner using domestic tools may engage in residential repair and customary lawn and garden maintenance on Sundays, [and] Saturdays and the aforesaid holidays, provided that the activity does not produce noise greater than 85 dB(A) at a distance of 50 feet from the activity or source.

#### **Section 142-4(2):**

(2) Construction activities between 7:00 AM and 7:00 PM and the associated use of construction devices or the noise produced thereby, provided that such activities and such equipment and their use comply with other provisions hereof except as provided in § 30-9(H).

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Signature of Applicant

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Date



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**BUILDING DEPARTMENT**  
**AFFIDAVIT OF BOARD OF HEALTH EXEMPTION**

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

This is to certify that the renovation of \_\_\_\_\_ located at  
\_\_\_\_\_ Tax Map # \_\_\_\_\_  
will not require prior approval from the New York State Board of Health for reasons described below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn to before this  
\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Owner



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### BUILDING DEPARTMENT FEE SCHEDULE Revised and Updated 12/18/2017

<b><u>1. Building Permits</u></b>	
a. Building Permit Application Fee	\$150.00
b. minimum fee	\$100.00
c. any building permit for habitable space or accessory structure	\$1.00 per square foot
d. any building permit for a new residence 4000 square feet or less	\$0.50 per square foot
e. swimming pool	\$500.00
f. tennis court	\$500.00
g. hot tubs and similar structures	\$250.00
h. demolition permits	\$1000.00
i. fences over 4' height	\$100.00
j. site inspections	\$100.00 each
k. re-inspections at option of building inspector	\$100.00 each
l. certificate of occupancy (including final inspection)	\$500.00
m. updated certificate of occupancy (including required inspection)	\$500.00
n. certificate of existing use (including required inspection)	\$500.00
o. any renovation or remodeling project not described hereinabove:	\$1.00/square foot - but not less than \$500.00
p. pre-existing certificate of occupancy	\$250.00
q. residential entry gate	\$250.00
r. certificate of compliance (including final inspection)	\$500.00
s. sign permit	\$250.00
t. fill	\$10.00 per cubic yards
<b><u>2. AHRB -</u></b> * these fees allow for 3 appearances before the AHRB	
a. any habitable structure	\$350.00
b. accessory structures	\$250.00
c. others	\$250.00
<b><u>Any application for any use or structure where the use or structure was started or completed without required permit(s)</u></b>	<b>Increase any application fee by 100%</b>

Any cost incurred by the Village of Sagaponack for hiring of an outside professional including but not limited to a consultant, engineer or planner in the review of an application will be billed to the applicant. Any fee set forth hereinabove shall be subject to amendment, including increase, by resolution adopted by the Board of Trustees of the Village of Sagaponack.