

VILLAGE OF SALTAIRE, NEW YORK  
BUILDING PERMIT APPLICATION

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

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Location: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Name & Mailing Address)(Must Have Insurance Certificate on File with Village Office)

Architect/Engineer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Name & Mailing Address)

Plumber/Saltaire Reg# \_\_\_\_\_ Electrician/Saltaire Reg# \_\_\_\_\_  
Must be Registered with Village Must be Registered with Village

House Lifter: \_\_\_\_\_ Engineer's Project Estimate:\$ \_\_\_\_\_  
If Applicable – Must be Separately Insured with Village

Description of Work: \_\_\_\_\_

Type of Construction: New \_\_\_\_\_ Alteration \_\_\_\_\_ Repair \_\_\_\_\_ Demolition \_\_\_\_\_  
If New, please submit Suffolk County Health Department Septic System Approval

Average Elevation of Property: \_\_\_\_\_ MSL Lot Size: \_\_\_\_\_ ft X \_\_\_\_\_ ft

Setback of Construction from Property Line – Existing

Front Yard: \_\_\_\_\_ Side Yard 1: \_\_\_\_\_ Side Yard 2: \_\_\_\_\_ Rear Yard: \_\_\_\_\_

Setback of Construction from Property Line – Proposed

Front Yard: \_\_\_\_\_ Side Yard 1: \_\_\_\_\_ Side Yard 2: \_\_\_\_\_ Rear Yard: \_\_\_\_\_

Square Footage- Existing

1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor: \_\_\_\_\_ Decks: \_\_\_\_\_ Ancillary Structure: \_\_\_\_\_

Bike Racks: \_\_\_\_\_ Garbage Platform: \_\_\_\_\_

Square Footage- Proposed

1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor: \_\_\_\_\_ Decks: \_\_\_\_\_ Ancillary Structure: \_\_\_\_\_

Bike Racks: \_\_\_\_\_ Garbage Platform: \_\_\_\_\_

Lot Coverage- Existing

Enclosed Space: \_\_\_\_\_% Total Coverage: \_\_\_\_\_% (Excluding Bike Rack, Garbage & Access Walk)

Lot Coverage- Proposed

Enclosed Space: \_\_\_\_\_% Total Coverage: \_\_\_\_\_% (Excluding Bike Rack, Garbage & Access Walk)

Height of Finished 1<sup>st</sup> Floor above Mean Sea Level

Required FEMA BFE: \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Height of Peak of Roof above Average Grade

Distance of Finished 1<sup>st</sup> Floor to Peak of Roof

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Is Construction within the Coastal Erosion Hazard Area? Yes \_\_\_\_\_ No \_\_\_\_\_

Does Project require disturbance of or penetration into the ground? Yes \_\_\_\_\_ No \_\_\_\_\_

Is Construction within 100 feet of Freshwater Wetlands? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please submit DEC permit or letter of non-jurisdiction.

Is Construction within 300 feet of a Tidal Wetlands? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please submit DEC permit or letter of non-jurisdiction.

ATTACHED TO THIS APPLICATION AS AN INTEGRAL PART THEREOF ARE COPIES OF THE FOLLOWING CHAPTERS OF CODE OF THE VILLAGE OF SALTARE: CHAPTER 18, RELATING TO BUILDING CONSTRUCTION, CHAPTER 28, RELATING TO FLOOD HAZARDS, CHAPTER 20, RELATING TO COASTAL EROSION, AND CHAPTER 55, RELATING TO ZONING.

- Applicant must submit all required attachments pursuant to Chapter 18 of the Code of the Village of Saltaire, which shall minimally include:
- (1) Proof of ownership of property (for new construction only), which may include a chain of title for the subject property and all adjacent property to determine compliance with §55-17
  - (2) Three copies of a plot survey by a New York State licensed surveyor indicating building setbacks, the location and dimensions of the structure and ancillary buildings, decks, access walk, bicycle rack, sewerage tank and water supply line, plus MSL elevations at each corner of the plot, the first floor, the peak of the roof and any other points the Building Inspector deem necessary for proper review.
  - (3) Approval of sewerage tank construction by Suffolk County Health Department where necessary, noted on one copy of the plot survey.
  - (2) Two sets of full-sized construction plans conforming to the Building Code of the Village of Saltaire and One set of plans in PDF format, which shall minimally include the following information:
    - (a) Plans to scale with complete dimensions indicated.
    - (b) Foundation plan, complete floor plan and four elevations
    - (c) Framing details.
    - (d) Door and window sizes and window venting.
    - (e) Details of exterior finishes.
    - (f) Electrical & plumbing schematics.
    - (g) Location of sanitary, food preparation and heating equipment.
    - (h) New York State Energy Code calculations certified by a NYS licensed Architect or Engineer.
  - (5) Certificates of Insurance as required under Chapter 18
  - (6) Copy of DEC, FINS, or any other permits from other governmental agencies as might be required.

General Regulations

- (1) The New York State Building Code shall govern the use of building materials, construction methods and standards, pursuant to Chapter 18 of the Code of the Village of Saltaire
- (2) Sewerage tank specifications and location must be approved by the Suffolk County Health Department.
- (3) Electrical wiring to conform to the New York State Electric Code.
- (4) Chimney construction must conform to NYS Building Code and be fitted with an approved spark arrester.
- (5) No materials shall be delivered to the site nor construction commenced before a building permit has been issued and permit card posted.
- (6) Building materials to be shipped by freight boat when such service is in operation. Use of a motor vehicle in the Village requires a permit under the provisions of Chapter 50 of the Village Code. A permit to operate a motor vehicle does not include the right to transport materials or personnel to the building site when water transportation is available.
- (7) Where there is no existing service, a LIPA temporary service drop and meter box must be in place before the start of construction.
- (8) The contractor shall not store more than 2 gallons of gasoline, kerosene, or any other inflammable liquid on the building site at any one time, and only then in suitable metal containers certified for such use.
- (9) A fully charged dry chemical or CO<sub>2</sub> fire extinguisher of at least 15# capacity must be available on the site during construction
- (10) The contractor or his employees shall not use the structure for living or sleeping purposes while construction is under way.
- (11) The owner shall not use the structure for living purposes before a Certificate of Occupancy has been issued.
- (12) The Building Inspector has the right, upon showing proper credentials and in the discharge of his duties, to enter the structure for which this application is made at any time before the structure is completed, and until a Certificate of Occupancy has been issued.
- (13) The structure for which this application is made will be used solely for a single one family private dwelling as defined by Section 55-6 of the Zoning Code of the Village of Saltaire unless otherwise noted.
- (14) The Village will provide access for structures built on walks shown on the Map of the Village of Saltaire No. 114 filed March 29, 1911, and Map No. 484, filed January 20, 1913. The size, type and timing of walk construction shall be at the discretion of the Board of Trustees.
- (15) No variation or changes in this application shall take place without submission of an application amendment, payment of appropriate amendment fees, and written approval of the Building Inspector.
- (16) The permit is good for one year from date of issue. The permit may be extended for a maximum of one additional year, for an additional fee as may be set from time to time by the Board of Trustees.

Fees Required: Building Permit Fees as may be set from time to time by the Board of Trustees are required to be submitted with the application. The exact fees are available through Village office. An additional fee will be required for use of the Village Water System.

By signing this application, both the Owner and Contractor signify that they have read, understood, and will abide by the regulations provided herein and by those of Chapters 18, 20, 28 and 55 of the Village Code, and further fully understand and agree that any permit issued as a result of this application and that any Certificate of Occupancy or Completion issued as a result of any permit issued pursuant to this application is specific to the improvements that are the subject of this permit; and further, the issuance of any permit or a Certificate of Occupancy or Completion which may be issued upon the completion of the project does not in any way validate any portion of the existing development that may be in violation of current Village code or was not legally constructed according to the code in force at the time of construction; nor does it constitute a waiver of or prejudice in any way the Village's rights and ability in the future to address any potential non-compliance issue regarding the improvements on the property.

(Signature) \_\_\_\_\_  
(Owner)

(Signature) \_\_\_\_\_  
(Contractor)

Requirements for the Issuance of a Certificate of Occupancy shall include but not be limited to:

- (1) One copy of final survey showing dimensions and location of house, decks, ancillary structures, sewerage tank, access walks, garbage platform and bike rack; finished first floor elevation, and total height of structure above average ground level.
- (2) Certificate from Suffolk County Health Department approving sewerage tank installation.
- (3) Electrical Inspection Certificate issued by approved third-party inspection agency.
- (4) Letter from Contractor attesting to the fact that he has adhered to construction plans as originally submitted, and certifying that he has complied with appropriate Village Ordinances.
- (5) All building debris removed from the structure and premises.
- (7) Copy of completed FEMA Elevation Certificate signed by NYS Licensed Surveyor or Registered Professional Engineer.
- (8) Pile certification by contractor and architect/engineer.

DO NOT WRITE BELOW THIS LINE

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Permission is hereby granted to erect the building or perform such alterations as specified in this application, providing that all the provisions of applicable laws ordinances and regulations of the Code of the Village of Saltaire shall be complied with and adhered to. This permit shall be valid for one year from the date of issuance

Permit No. \_\_\_\_\_ Building Inspector \_\_\_\_\_ Date Issued: \_\_\_\_\_