

# TOWN OF BABYLON DEPARTMENT OF PLANNING & DEVELOPMENT BUILDING DIVISION

200 East Sunrise Highway Lindenhurst, NY 11757-2598

## **BUILDING PERMIT APPLICATION**

For

### **RESIDENTIAL ZONES**

#### GENERAL INSTRUCTIONS AND INFORMATION

Whenever a structure is built, altered or demolished, certain permits, certificates of occupancy or letters of compliance are required. This keeps our town attractive, orderly and safe. The permit process also lets us assure you and your neighbors that the appropriate state, county and town building codes are met.

The information listed is specific to obtaining a permit for construction or alterations (interior and/or exterior) to an existing dwelling or structure in the following residential zoning districts:

- Residence A
- Residence B
- Residence C
- Residence D

The goal of the Building Division is to insure the safety and quality of the premises in our town. Our staff is ready to assist you. If you have any questions regarding the application procedure, please call (631) 957-3058.

If you are hiring a contractor you may want to contact Suffolk County Consumer Affairs to see is there are any complaints against the contractor. Also if a contractor is hired to secure the building permit, you as the homeowner should require that the contractor give you a copy of the valid building permit.

#### **FEES**

- Application fee \$25.00 (non-refundable)
- Building Permit Fee

The permit fee is dependent upon the cost of the construction as calculated by the Town of Babylon Plans Examiner. You will be notified of the balance due if a permit is granted. The \$25.00 application fee is applied toward the permit fee and is non-refundable.

- Certificate of Occupancy or Letter of Compliance Fee \$20.00
   This fee will be added to the building permit fee.
   Note: if more than one Certificate of Occupancy is issued for the building permit, an additional \$20.00 will be required for each Certificate of Occupancy issued
- Planning Board Architectural Review \$100.00 (if required)
   This fee will be additional to the building permit fee.

#### **REQUIREMENTS**

- <u>Building Permit Application Form</u> must be completed, signed and notarized
- Owner's Endorsement, if applicable must be completed, signed and notarized
   Note: if there is a new property owner within the past six months, a copy of the new deed or certificate of title is required so we may verify the current owner

#### Contractor's Information

Must provide an individual's name and the business name, if applicable, address and license number on the building permit application and copies of the contractor's Workers' Compensation Insurance, Disability Insurance and Liability Insurance forms. The Liability Insurance must name the Town of Babylon as additional insured.

# PLEASE SEE THE CHART ON THE NEXT PAGE TO DETERMINE WHICH OF THE FOLLOWING ITEMS MUST BE SUBMITTED FOR THE PERMIT YOU ARE APPLYING FOR

Surveys – 3 full size originals – signed and sealed by a professional surveyor
 Older surveys that do not show all current improvements to the property are not acceptable.

The survey of the property must include the following:

- all existing and proposed structures, i.e. dwelling, additions, garages, decks, sheds, pool, fence, etc.
- the sizes of the structures and setbacks to the front, rear and side property lines
- existing and proposed elevations
- for new houses only a test bore of at least 13' in depth
- A FINAL SURVEY WILL BE REQUIRED WHEN THE PROPOSED WORK HAS BEEN COMPLETED
- 2. Construction Plans 4 sets

Signed and sealed by a licensed architect or engineer, drawn to 1/4" = 1' scale Plans prepared by a drafting service are not acceptable to the town. The architect or engineer who signs the plans should inspect the house prior to affixing their seal and signature on the plans.

- 3. <u>Manufacturer's Plans and/or Specifications 2 copies with correct sizes</u>
- 4. Floor Plans 2 copies

Drawn to 1/4" = 1' scale (see sample attached)

- 5. Suffolk County Board of Health Approval 1 original and 1 copy
  For new construction and expansion of existing dwelling
- 6. <u>Highway Work Approval 1 original and 1 copy</u>

Town of Babylon, Suffolk County and/or New York State Department of Transportation approval(s) if the property is on a town, county and/or state road

7. Plumbing Permit (may be required)

This requirement is dependent upon the work proposed. Usually, a plumber licensed by the Town of Babylon makes this application (note: a licensed plumber is required for all gas work, new houses and new bathrooms)

8. Fire Underwriter's Certificate of Approval

Required for all electrical work performed (see attached list of acceptable electrical inspection companies)

New York State Department of Environmental Conservation Permit
 A NYSDEC permit is required only if the property is located within their jurisdiction

#### **TYPES OF PERMITS ISSUED**

The Town of Babylon issues the following types of building permits. Please see the chart below for the requirements necessary when submitting the application.

- Above ground pool
- Addition
- Dormer
- Garage conversion
- Finished basement
- Interior or exterior alterations
- Awning
- Cellar entrance
- Chimney
- Fireplace
- □ Deck
- □ Gazebo (over 100 sq. ft.)
- □ Shed (over 100 sq. ft.)
- Enclosed porch or patio
- Garage (attached or detached)
- □ In-ground Pool
- Wood burning stove
- Pre-fabricated fireplace
- New house

#### **REQUIREMENTS**

	Surveys	Construction Plans	Manufacturer's Plans	Floor Plans	Suffolk Co. Board of Health	Highway Approval	Plumbing Permit	Fire Underwriter	NYSDEC	Planning Board Architectural Review
PERMIT TYPE	1	2	3	4	5	6	7	8	9	
Above Ground Pool							<b>*</b>		<b>*</b>	
Addition, Dormer, Garage Conversion Finished Basement, Interior or Exterior Alterations					*		*		*	*
Awning, Cellar Entrance, Chimney, Fireplace, Deck									<b>*</b>	
Gazebo, Shed (over 100 sq. ft.)	$\boxtimes$								<b>*</b>	
Enclosed Porch/Patio, Garage	$\boxtimes$	$\boxtimes$						$\boxtimes$	<b>*</b>	
In-ground Pool	$\boxtimes$							$\boxtimes$	<b>*</b>	
Wood Burning Stove/Pre-Fabricated Fireplace	$\boxtimes$		$\boxtimes$	$\boxtimes$						
New House	$\boxtimes$	$\boxtimes$			$\boxtimes$			$\boxtimes$	<b>*</b>	<b>*</b>

<sup>\*</sup> MAY BE REQUIRED (depends upon the work proposed and/or the location of the property)

\* Only on Additions/Expansions of Dwellings more than 50%

# **GENERAL INFORMATION**

#### **WORKERS' COMPENSATION AND DISABILITY BENEFITS LAW**

(Effective December 1, 2008)

New York State amended the general municipal law regarding Workers' Compensation and the Disability Benefits Law which affects the issuance of building permits.

Any business, contractor or general contractor applying for a permit must comply with the coverage provisions of the Workers' Compensation and Disability Benefits Law and provide one of the following forms to the Town:

#### Workers' Compensation Law (Section 57)

- C-105.2 Certificate of Workers' Compensation Insurance (the State Insurance Fund provides its own version of this form, the U-26.3); or
- 2. SI-12 Certificate of Workers' Compensation Self-Insurance (call the Board's Self-Insurance office at 518-402-0247) or GSI-105.2 Certificate of Participation in Workers' Compensation Group Self-Insurance

#### Disability Benefits Law (Section 220 Subd. 8)

- 1. Either DB-120.1 Certificate of Disability Benefits Insurance or the DB-820/829 Certificate/Cancellation of Insurance; or
- 2. DB-155 Certificate of Disability Benefits Self-Insurance (call the Board's Self-Insurance office at 518-402-0247)

NOTES: ACORD forms <u>are not</u> acceptable proof of New York State Workers' Compensation or Disability Benefits Insurance coverage.

General contractors must get a workers' compensation insurance policy if they hire any subcontractors or independent contractors.

#### **LIABILITY INSURANCE**

The contractor must provide the town with liability insurance naming the Town of Babylon as additionally insured and Suffolk County as the certificate holder. In order to protect yourself and/or your property, you may also want to obtain a copy of the contractor's liability insurance.

IF YOU HAVE ANY QUESTIONS OR REQUIRE ADDITIONAL INFORMATION, PLEASE CALL THE NYS WORKERS' COMPENSATION BOARD, BUREAU OF COMPLIANCE AT (518) 486-6307