



**TOWN OF BABYLON  
DEPARTMENT OF PLANNING & DEVELOPMENT  
BUILDING DIVISION**

200 East Sunrise Highway  
Lindenhurst, NY 11757-2598

**BUILDING PERMIT APPLICATION**

For

**DEMOLITION**

**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 to demolish an existing structure or a portion of an existing building, house, structure, shed, pool or detached garage in all zoning districts (residential, business, industrial, planned industrial park, multiple residence and senior citizen multiple residence).

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 process, please call (631) 957-3058.

**FEES**

- Application fee - \$25.00 (non-refundable)
- Building Permit Fee  
The permit fee is dependent upon the cost of the demolition 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.
- Certified Check or Money Order - \$200.00  
This will be returned upon the satisfactory completion of the demolition.
- Letter of Compliance Fee - \$20.00  
This fee will be added to the building permit fee.

## **REQUIREMENTS**

1. Building Permit Application Form – must be completed, signed and notarized
2. 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
3. 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.
6. Asbestos Certification, if applicable (not required for residentially zoned property)  
If asbestos is present, a permit to remove the asbestos will be required *prior* to issuing a building permit for demolition. The building permit for the demolition will not be issued until a certificate is submitted stating that the asbestos has been removed and disposed of properly (copy of the manifest is required).
7. Surveys - 3 full size originals  
Signed and sealed by a professional surveyor
8. Letters of Compliance
  - Letter from Suffolk County Water Authority (or East Farmingdale Water District, where applicable) indicating that the water has been shut off
  - Letter from LIPA indicating that the electricity has been disconnected
  - Letter from Brooklyn Union Gas that gas service has been disconnected
    - Note: if compressed gas, bottled or in an above ground or buried tank, was in use, a letter indicating all tanks have been properly removed is required

### Notes:

- Shut off and disconnect letters are required only for the demolition of ENTIRE buildings or structures
- Demolition of an inground pool requires a letter from an electrician stating that the electric for the pool has been disconnected

## **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)

1. 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 are not 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**