

# Building Permit

Processing fee: **\$200**  
Permit Fee: \$0.80 per square foot  
(\$225.00 minimum)

Village of Brightwaters  
40 Seneca Drive-PO Box #601  
Brightwaters, NY 11718

Phone: 631-665-1280 Fax: 631-665-2830

DATE \_\_\_\_\_

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All complete Building Permit Applications are reviewed by the Building Inspector and then by the appropriate village boards. Incomplete applications will not be accepted for review.

## Checklist:

- \_\_\_\_\_ Photos of all sides of the house and area in question
  - \_\_\_\_\_ 1 copy of notarized application, signed by owner/agent
  - \_\_\_\_\_ 1 copy of Property Deed (New Home Construction)
  - \_\_\_\_\_ 1 copy of Current Property Survey (Surveys over three years old are unacceptable for all exterior renovations & pools. Decks, fences, driveways and patios may have proposed diagrams sketched in on existing surveys, regardless of the date created. **No Certificate of Occupancy will be issued without a professionally updated survey).**
  - \_\_\_\_\_ New Building Structure Applications or applications/renovations and/or applications with new foundations excluding interior alterations must be accompanied by a recently updated survey depicting proposed work\*
  - \_\_\_\_\_ Survey or Plot Plan indicating location of proposed construction with dimensions and rear, front and side setbacks shown as appropriate.
  - \_\_\_\_\_ Approval of Suffolk County Department of Health for new home construction.
  - \_\_\_\_\_ 3 copies of building plans and specifications with Architect/ Engineer's original signature and seal on each copy for New Construction and Interior and External Alterations & Additions. Plans to be complete with floor plans, sections, elevations, specifications, construction details and notes which adequately demonstrate compliance with all Village and State Codes.
  - \_\_\_\_\_ Construction drawings in PDF format
  - \_\_\_\_\_ If RESCHECK or COMCHECK are being used to show compliance with the Energy Conservation Construction Code, the design professional must submit the Compliance Certificate and Inspection checklist printed in color.
  - \_\_\_\_\_ Notice of pre-engineered/timber construction
  - \_\_\_\_\_ Processing Fee
- Copies of the following Licenses and Insurances Required:**
- \_\_\_\_\_ Suffolk County Home Improvement
  - \_\_\_\_\_ Contractors Liability and Compensation Insurance and Disability Insurance (**each on separate forms**)
  - \_\_\_\_\_ Suffolk County or Town of Islip Plumbing License & Insurances (liability, workers comp & disability)
  - \_\_\_\_\_ Electric Contractor's License)

Construction and Post-construction Fees are determined by VOB Board of Trustees based on inspection fees and construction costs. All fees that are part of applications to legalize construction done without permits are tripled.

**NOTE:** All Construction sites are required to be secured by either a temporary or permanent fence a minimum of four (4) tall. Permanent fences require permits and must comply with Village regulations.

\*Before a Certificate of Occupancy will be issued, an as-built survey, indicating all construction with location, dimensions and set-backs is required before a final inspection is considered. This includes all driveways, walkways, patios and decks.

**Effective October 2020**