



BUILDING DEPARTMENT
369 NEIGHBORHOOD ROAD, MASTIC BEACH NY 11951
TELEPHONE: (631) 281.2326 * FAX: (631) 772.2432

APPLICATION TO VILLAGE BOARD OF TRUSTEES
FOR APPROVAL TO EXTEND TERM OF BUILDING-PERMIT RENEWAL

Village Code Chapter 178-4 Building Permits

I. Time Limits.

Building permits shall become invalid unless the authorized work is commenced within six (6) months following the date of issuance. Building permits shall expire twelve (12) months after the date of issuance. If a structure is not complete within twelve (12) months after the date of issuance of a building permit, the permit may be renewed for a maximum of six (6) months upon application by the permit holder, payment of a fee equal to the original building permit fee, and application to the Building Inspector. Any further renewals shall be by application to the Board of Trustees which, upon reasonable cause being shown, may extend said permit for a finite period at a fee equal to the original building-permit fee.

REQUIRED DOCUMENTS:

- 1. Application to Village Board of Trustees – **signed and notarized**
- 2. Letter stating reason for extension
- 3. Complete Building-Permit Application
- 4. Inspection Reports
- 5. Contractor statement of percentage of completion – **signed and notarized**
- 6. Photographs of the completed work to date
- 7. Application Fee of \$75.00 payable to the Incorporated Village of Mastic Beach

PLEASE COMPLETE:

TAX MAP 0209 - _____ Permit # _____

Property located at No. _____ N S E W side of _____ Distance _____ feet

N S E W of _____ Village _____ State of New York

Applicant / Owner _____ residing at _____
(print)

Signature _____ Date _____

Sworn to before me this _____ day
of _____, 20_____.

(Notary Public)