

TOWN OF SHELTER ISLAND
38 North Ferry Road, P.O. Box 970
Shelter Island
New York 11964

J. Chris Tehan: Building Inspector
Reed Karen: Building Inspector
www.shelterislandtown.us

Tel. (631) 749 - 0772
Fax (631) 749-9305

BUILDING PERMIT APPLICATION, INSTRUCTIONS

- 1) Application must be completed and submitted, with two sets of stamped plans 1/4" scaled, stamped by architect or engineer, to the Building Department AND *One Digital set of stamped plans, with survey, (DEC, SCHD, WNW) all jurisdictions and building permit application, owner authorization & all contact information in DIGITAL PDF format to be sent to memcgayhey@shelterislandtown.us.
- 2) **NO INCOMPLETE** applications will be accepted. If DEC permit/letter of non-jurisdiction, Suffolk County Dept. of Health, or West Neck Water District Approval is required, it must be submitted at the time of application is made.
- 3) Survey of premises must accompany application for all permits. At the discretion of the Building Department staff, survey requirement may be waived for repairs or interior work which does not affect the setbacks. Survey (scaled no more than 50' to the inch) must show all existing structures and any planned improvements; all setback dimensions must be indicated. Updated survey will be required **BEFORE** a Certificate of Occupancy can be issued. A topographical survey, including flood zone boundaries, will be required for all new construction, waterfront and/or low-lying properties.
- 4) Work covered under this application may not be commenced before the issuance of a Building Permit.
- 5) Upon approval of this application, the Building Inspector will issue a Building Permit to the applicant; such permit shall be kept on the premises, available for inspection throughout the process of the work.
- 6) During the course of construction, the owner and/or contractor is responsible for contacting the Building Department to arrange for the necessary inspections at each stage of construction:

Footings
Foundation
Tarring of foundation
Framing
Rough plumbing
Rough electric,
Insulation
Final Inspection

Each inspection must be conducted BEFORE work proceeds to the next level. In the case of non-compliance to Code standards, any and all defects must be corrected BEFORE work can proceed to the next stage. Failure to obtain necessary inspections may result in the issuance of a Stop Work Order.

- 7) No building shall be occupied or used, in whole or in part, for any purpose whatsoever until a Certificate of Occupancy has been issued by the Building Department.
- 8) Street #'s must be visibly posted on the property before the issuance of a CO
- 9) It is the duty of the owner to determine which restrictions and covenants, if any, affect the premises. The issuance of a Building Permit does not constitute a waiver of any private restrictions or covenants affecting the premises.

A 10 ft. vegetative buffer must be maintained around all new construction where possible.

- 10) All new construction must be designed to keep water run-off on the property.

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APPLICATION FOR BUILDING PERMIT

Owner.....

Address.....Phone#.....

Nature of work to be performed.....

.....

.....

Proposed usage.....

Estimated cost of construction.....

Contractor.....

Contractor's address.....

Location of premises on which work will be performed:

District/Section/Block/Lot..... Zone.....

Street address.....

Setbacks: FY..... SY..... SY..... RY.....

Application is hereby made to the Building Department for the issuance of a permit pursuant to the Building Ordinance of the Town of Shelter Island, County of Suffolk, New York and all other applicable laws, ordinances, or regulations for the construction of buildings, additions, alterations, etc., or for the removal of demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances, and regulations.

***The applicant agrees that by signing this form, they are responsible for closing this permit and obtaining a Certificate of Occupancy including all documents required for the CO.*

Signature of applicant.....

Date.....

Home Improvement License #..... Application #.....

Electrical License #..... Permit #.....

Plumbing License #..... Permit Fee.....

CO Fee.....

Type of Heat Used _____

Type of Fuel _____

Total Fees.....



Required inspections on your construction project

1. Footings formed, steel in place (if required), ready for concrete.
2. Foundation wall forms in place, steel in place (if required), ready for concrete.
3. Stripped forms, waterproofing installed (if required) before backfill. Footing drains if required.
4. Framing.
5. Strapping.
6. Rough Plumbing (supply under pressure, air or water-filled, waste/vents filled with either water or air (@ 5 lbs.)).
7. Rough electric. Underwriter inspection also required. Ask your electrician.
8. Insulation. All R-values as per RES-check submitted by your architect. Do not rely on the information on your plan set. RES-check may have different thickness requirements.
9. Gas line rough-in (under pressure).
10. Final inspection.

In addition, your permit may have special conditions noted that may require additional inspection, such as a foundation survey to insure correct placement, flagging or silt fence placement, and various other conditions. Please reference these special conditions as listed on your permit, as a job stoppage may result from missing or incomplete conditions.

All equipment placed in the yard outside of the structure may require separate permits, such as HVAC or generators. These units must also comply with setback requirements.

If you have any questions, or you are not sure of what your responsibilities are, please call the Building Department for further clarification.

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Authorization Form for Homeowner

To: Town of Shelter Island Building Department

Please be advised that I am giving my authorization for_____
of_____ to fill out any necessary applications for building
permits for my property located at_____, Shelter Island, NY.

Owner Signature

"The Owner agrees that by signing this form the Owner is responsible for obtaining a Certificate of Occupancy for this project prior to occupying and/or using the structure. The Owner may make private arrangements for the Contractor to obtain a Certificate of Occupancy on the owner's behalf, but the owner may not occupy the structure until the Owner has a Certificate of Occupancy.

******NOTARIZATION REQUIRED******

Owner Signature