VILLAGE OF BELLPORT
BUILDING PERMIT PROCESS

A building permit is required in the Village of Bellport for any new construction or alteration of any building, structure or property in the Village of Bellport, whether commercial or residential.

The following is the process to obtain a building permit:

1. Submit a completed Building Permit Application with all required documents.
2. The permit is reviewed by a building inspector who will do one of the following:
   a. Approve the application and issue a building permit.
   b. Deny the permit and advise the applicant to apply to one or more of the following boards:
      1. Zoning Board of Appeals
      2. Planning Board
      3. Architectural Review Board
      4. Historic District Preservation Commission

If a permit is denied, the applicant will be sent a letter of denial with an application to the appropriate board.

3. The applicant should then apply to appropriate board. The application will be reviewed by Chairperson of the Board who will do one of the following:
   a. Accept the application as complete and schedule it for a hearing.
   b. Deny the application – the applicant will be sent a letter with reason that the application is found to be incomplete.

4. Once the application is approved by the appropriate board, a building inspector and the Village Attorney will review the application again for legal sufficiency, determine the permit fees and issue the building permit based on board findings. The building permit will be good for one year from date of issuance.

Note: If the application is denied by the Planning Board, the Architectural Review Board or the Historic District Preservation Commission, the applicant may apply to Zoning Board of Appeals.

5. The applicant will be contacted to pick up the building permit and pay any fees.
6. The building permit must be posted on job site throughout construction until job is finished.
7. If a job is to run through expiration of building permit, the applicant must come in 30 days prior to expiration and renew the permit.
VILLAGE OF BELLPORT
BUILDING PERMIT REQUIREMENTS

All building permit applications submitted to the Building Department in the Village of Bellport must contain the following in order to be reviewed by the building inspectors:

1. A completed, signed and notarized building permit application.
2. Four (4) copies of a complete and legible survey that is drawn to scale as determined by the building inspector. It must contain all existing buildings and structures and indicate the distance from the nearest street. The survey must contain the surveyors seal and the date.
3. Four (4) copies of a site plan, prepared by a licensed architect or surveyor, showing the location of the proposed construction with exact dimensions and setbacks.
4. Four (4) sets of construction plans. Existing structures require AS BUILT PLANS. (If a variance is required, construction plans may not be required until after the ZBA approval. Please see the building inspector for further instructions.)
   a. If one (1) acre or more of land will be disturbed due to regrading, excavation or clearing, a Stormwater Pollution Prevention Plan will be required to be submitted for review in addition to the construction plans (see Chapter 21, Article V, Division 7).
5. A completed, signed and notarized Residential Smoke Detector Affidavit.
6. A completed, signed and notarized Solder and Scald Certification Affidavit (Only needed if new plumbing is being installed.)
7. A completed, signed and notarized Owner’s Consent to Viist property form.
8. One (1) photocopy of tax bill or tax printout to specifically identify the property and current owner.
9. One (1) photocopy of all Certificates of Occupancy, Compliance, Existing Use or Zoning Compliance for all existing structures on the premises.
10. The Contractor’s New York State Workers Compensation Insurance Form or For CE-200 if the homeowner is as the general contractor.
11. One signed and dated Short Environmental Assessment Form (EAF).
12. A statement of estimated cost, materials and labor for the requested project.

October 2012
BUILDING PERMIT APPLICATION

Tax Map Number: 202-____-____-

Date: __________

Permit Number: ______________

Permit Fee: ______________

Approved by: ______________

Application Number: __________

TO BE FILLED OUT BY PROPERTY OWNER:

Property Owner: __________________________

Property Address: __________________________

City: __________________________

State: __________________________

Zip Code: __________________________

(____)____-____ (____)____-____ (____)____-____ Email

Phone: __________________________

Fax: __________________________

Cell Phone: __________________________

Mailing Address if different from above:

NAME OF CONTACT/CONTRACTOR IF NOT PROPERTY OWNER:

Name: __________________________

Address: __________________________

(____)____-____ (____)____-____ Email

Phone: __________________________

Fax: __________________________

Cell Phone: __________________________

PROPOSED WORK — CHECK ALL THAT APPLY:

____ Residential

____ Commercial

____ Accessory Structure Description

____ Addition

____ Alteration

____ Attached/Detached Garage

____ Swimming Pool

____ Deck

____ Tennis Court

____ Bulkhead/Dock

____ Miscellaneous _________

PROJECT DESCRIPTION:

________________________________________________________________________

________________________________________________________________________
Total building _________ sq feet
2nd Floor _________ sq feet

Proposed addition _________ sq feet
Garage _________ sq feet

Ground floor _________ sq feet
Height (from grade to ridge) _______ ft

Number of bedrooms _________
Building Area _________ %

Number of bathrooms _________
Lot Coverage _________ %

Deck _________ sq feet
Accessory buildings _________ sq feet

Total Land Disturbance (Includes grading, clearing, and excavation): _________ square feet, _________ acres

TOTAL COST OF CONSTRUCTION: __________________________________________

Note: All distances are measured from property lines to nearest parts of building.

Pool specifications:

___ In-Ground   ___ Above Ground   ___ Hot Tub/Spa   Dimensions: ___ ft ___ in x

Pool Heater ___ Propane ___ Natural Gas ___ Oil Fired ___ ft ___ in

Contractors:

Home Improve. Contractor: _________________  License #: _________________

Address: ______________________________________________________________________
Street  City  State  Zip

Electrician: ___________________________________________________________________
License #: _________________

Address: ______________________________________________________________________
Street  City  State  Zip

Plumber: ______________________________________________________________________
License #: _________________

Address: ______________________________________________________________________
Street  City  State  Zip

Application is hereby made to the Building Department of the Village of Bellport for issuance of a building permit pursuant to the new York State Uniform Fire Prevention and Building Code, Village of Bellport Zoning Ordinance, Chapter 21 and all amendments thereto, for the construction of buildings, additions or alterations, for removal or demolition, or for any change of use as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

AFFIDAVIT

Village of Bellport)
County of Suffolk) ss
State of New York)

__________________________, being duly sworn, deposes and says: that he/she is the owner of the subject premises described in the application, have read this application and certify that it is true and correct. The owner authorizes the building inspector and any officer or employee of the Building Department to enter upon the subject property for the purposes of inspecting the building and work.

Signature Owner : __________________________________________
Date: _________________

Sworn before me this ______ day of ____________ , 20___
Notary Public: __________________________________________
VILLAGE OF BELLPORT, SUFFOLK COUNTY, NEW YORK

SHORT ENVIRONMENTAL ASSESSMENT FORM
PART 1

INSTRUCTIONS:

In order to answer the questions in this Short EAF, it is assumed that the preparer will use currently available information concerning the project and the likely impacts of the action. It is not expected that additional studies, research or other investigations will be undertaken.

If any question has been answered yes, the project may be significant and a completed Environmental Assessment Form is necessary. If all questions have been answered No, it is likely that this project is not significant.

ENVIRONMENTAL ASSESSMENT

1. Will project result in a large physical change to the project site or physically alter more than 10 acres of land? ___YES ___NO

2. Will there be a Major change to any unique or unusual landform found on the site? ___ YES ___ NO

3. Will project alter or have a large effect on an existing body of water? ___ YES ___ NO

4. Will project have a potentially large impact on groundwater quality? ___ YES ___ NO

5. Will project significantly effect drainage flow on adjacent sites? ___ YES ___ NO

6. Will project affect any threatened or endangered plant or animal species? ___ YES ___ NO

7. Will project result in a major adverse effect on Air Quality? ___ YES ___ NO

8. Will project have a major effect on visual character of the community or scenic views or vistas known to be important to the community? ___ YES ___ NO

9. Will project adversely impact any site or structure of Historic, Pre-Historic, or Paleontological importance or any site designated as a critical environmental area by a local agency? ___ YES ___ NO

10. Will project have major effect on existing/future recreational opportunities? ___ YES ___ NO

11. Will project result in major traffic problems or cause a major effect to existing transportation systems? ___ YES ___ NO

12. Will project regularly cause objectionable odors, noise, glare, vibration or electrical disturbance as a result of the project’s operation? ___ YES ___ NO

13. Will project have any impact on public health or safety? ___ YES ___ NO

14. Will project affect the existing Community by directly causing a growth in permanent population of more than 5 percent over a one-year period or have a major negative effect on the character of the community or neighborhood? ___ YES ___ NO

15. Is there Public Controversy concerning this project? ___ YES ___ NO

Preparer’s Signature: ___________________________ Title: ___________________________

Representing: ___________________________ Date: ___________________________
Requirements for Residential Construction Plans

The current code in effect is "The Residential Code of New York State" – 2010 Edition, which may now be viewed on the department of state website www.dos.state.ny.us/code.

For existing structures the plans must reflect the code that was in effect at the time of construction. The design criteria must be included on every plan after 2003. Below are the criteria for the Village of Bellport:

**TABLE R301.2(1) CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

<table>
<thead>
<tr>
<th>GROUND SNOW LOAD</th>
<th>WIND SPEED (mph)</th>
<th>SEISMIC DESIGN CATEGORY</th>
<th>SUBJECT TO DAMAGE FROM</th>
<th>ICE BARRIER UNDERLAYMENT REQUIRED</th>
<th>FLOOD HAZARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>110</td>
<td>B</td>
<td>Severe</td>
<td>Moderate</td>
<td>Yes</td>
</tr>
</tbody>
</table>

All buildings in the Village of Bellport are located in a 110 mile per hour wind zone and must be designed in accordance with one of the following reference manuals:


A full code analysis must be submitted on each set of plans. The analysis must contain the following information:

1. Reference standard that was utilized in the design of the structure.
2. Floor area of each story.
3. Design load calculations including live, dead, snow, seismic and wind (including uplift) and code performance.
4. Window and door schedule showing conformance with emergency escape requirements and missile test requirement if applicable.
5. Energy calculations and required statement from design professional.
6. Nailing schedule for all structural elements and roof shingles.
7. Location of smoke detectors and carbon monoxide detector.

The following enlarged detail drawings must also be submitted on each set of plans:

1. All required clips, straps and foundation anchoring.
2. All structural elements including columns, girders, joists, lintels, headers, wall and roof framing with dimensional lumber and engineered lumber sizes.
3. Load paths from roof to foundation.
4. Truss design drawings with calculations and detachment details.
5. Structural shutter and hardware design details if applicable.
6. Plumbing riser diagram.

All buildings within one mile of the ocean, bays and Sound are also in a Wind-Borne debris region and glazed openings on the structures must be protected with glass meeting the large missile test certification or with structural shutters with attached hardware as required by The Building Code of New York State (code section 1609.1.4).
December 2008

PROCESS FOR OBTAINING AN EXEMPTION FROM NEW YORK STATE WORKERS’ COMPENSATION AND DISABILITY BENEFITS INSURANCE COVERAGE REQUIREMENTS

New York State has a new process for people who wish to receive an exemption from workers compensation and disability benefits coverage for their building projects.

If you claim an exemption from workers compensation insurance and wish to obtain a building permit from the Village of Bellport, you must obtain Form CE-200 from New York State. The form can be obtained as follows:

- Online at [www.wcb.state.ny.us/content/main/Forms.jsp](http://www.wcb.state.ny.us/content/main/Forms.jsp). In the box on the left hand side, click on Homeowners. Scroll down and click on CE-200, then choose Request for WC/DB Exemption. Follow the on screen instructions and you will be able to print a numbered certificate.
- A paper application is available and can be furnished upon request. Please note that it takes approximately 4 weeks to receive the CE-200 Certificate when using a paper application.

THE CE-200 FORM MUST BE SUBMITTED WITH YOUR APPLICATION FOR A BUILDING PERMIT ONLY IF YOU ARE CLAIMING AN EXEMPTION. OTHERWISE, INCLUDE THE WORKERS COMPENSATION INSURANCE FORM FROM YOUR CONTRACTOR.
VILLAGE OF BELLPORT
RESIDENTIAL SMOKE DETECTOR AFFIDAVIT

Property Address:

-------------------------
Bellport, NY 11713

State of New York)   : ss:
County of Suffolk)

I, ____________________________, residing at
Bellport, NY 11713 certify that there is an operating smoke detector installed in a location that will
make it clearly audible in each bedroom or any other room used for sleeping purposes, with
intervening doors closed.

I hereby certify under penalty of perjury that I am acting on my own behalf and that the foregoing
statements are true and correct to the best of my knowledge and belief.

_________________________  __________________________
Date                                      Signature

Personally appeared before me on the above named ____________________________, personally
known to me, who being duly sworn, deposes and says that he/she executed the above
instrument and that the statement and answers contained therein are true and correct to the best
of his/her knowledge and belief.

Subscribed and sworn to before me on this ___________ day of ________________, 20____

_________________________
Notary Public
VILLAGE OF BELLPORT
SOLDER CERTIFICATION AND ANTI-SCALD CERTIFICATION
(To be completed if any plumbing work is performed. Submit this form when applying for
the Certificate of Occupancy/Compliance.)

Building Permit #: ___________________________ Date: ___________________________

Address: ___________________________________________

   Bellport, NY 11713

Owner: ___________________________________________

   (Please print)

Plumber: ___________________________________________

   (Please print)

   I certify that the solder used in the water supply and distribution system contains less than 2/10 of
   1% lead as required in section 605.15.4 of the Plumbing Code of New York State.

   I certify that the water distribution system was installed without the use of any soldered joints.

   I certify that I installed an anti-scald and/or thermal shock preventing device at all bathing and/or
   showering fixtures in conformance with all of section 424 of the Plumbing Code of New York State to
   mitigate the potential hazards due to shower valves that allowed surges of high temperature to flow from
   the showerhead (if a shower body is installed.)

Please check one:

   I certify that I am the licensed plumber (License # ___________________________) that installed all of
   the plumbing for the above referenced building permit.

   I certify that I am the homeowner and I personally installed all the plumbing for the above
   referenced building permit.

I affirm that all information provided in this document is true and factual. False statements made
herein are punishable as a Class “A” misdemeanor pursuant to Section 210.45 of the Penal Law.

________________________________________________________________________

Plumber or Homeowner

State of New York, County of __________________________

On this ___________________________ day of ____________, 20____ before me came ___________________________,
to me known to the individual described in and who executed the foregoing instrument, and acknowledged
that he/she executed the same.

________________________________________________________________________

Notary Public
VILLAGE OF BELLPORT

OWNER(S) CONSENT FORM TO VISIT PROPERTY

ADDRESS: ____________________________________________________________

I, ______________________________________________________________, owner of the property described in the building application submitted to the Village of Bellport Building Department and the following: Zoning Board of Appeals, Planning Board, Architectural Review Board and the Historic Preservation District Commission, do hereby give permission to members of said Boards, Building Department and/or supporting staff to visit the property in question at a reasonable time during the day.

________________________________________
Signature of Owner

Sworn before me this:

___________ day of ____________________, 20___.

________________________________________
Signature of Notary Public Stamp

Notary Stamp