



## 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 \_\_\_\_\_

(\_\_\_\_)\_\_\_\_-\_\_\_\_-\_\_\_\_ (\_\_\_\_)\_\_\_\_-\_\_\_\_-\_\_\_\_ (\_\_\_\_)\_\_\_\_-\_\_\_\_-\_\_\_\_  
Phone Fax Cell Phone Email

Mailing Address if different from above \_\_\_\_\_

### NAME OF CONTACT/CONTRACTOR IF NOT PROPERTY OWNER:

Name \_\_\_\_\_

Address \_\_\_\_\_

(\_\_\_\_)\_\_\_\_-\_\_\_\_-\_\_\_\_ (\_\_\_\_)\_\_\_\_-\_\_\_\_-\_\_\_\_ (\_\_\_\_)\_\_\_\_-\_\_\_\_-\_\_\_\_  
Phone Fax Cell Phone Email

### PROPOSED WORK — CHECK ALL THAT APPLY:

\_\_\_\_ Residential

\_\_\_\_ Commercial

\_\_\_\_ Accessory Structure \_\_\_\_\_

\_\_\_\_ Addition

\_\_\_\_ Alteration

Description

\_\_\_\_ 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)

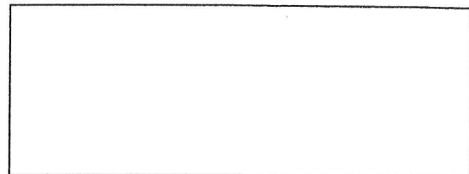
\_\_\_\_\_ being duly sworn, deposes and says: that he/she is the owner of the subject premises described in the application, have read this application and certify that it is true and correct. The owner authorizes the building inspector and any officer or employee of the Building Department to enter 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](http://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**

GROUND SNOW LOAD <sup>i</sup>	WIND SPEED <sup>d</sup> (mph)	SEISMIC DESIGN CATEGORY <sup>e</sup>	SUBJECT TO DAMAGE FROM			ICE BARRIER UNDERLAYMENT REQUIRED <sup>g</sup>	FLOOD HAZARDS <sup>f</sup>
			Weathering <sup>a</sup>	Frost line depth <sup>b</sup>	Termite <sup>c</sup>		
20	110 MPH	B	Severe	36"	Moderate	Yes	Fema Map

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:

1. American Forest and Paper Association (AF&PA) **Wood Frame Construction Manual for One and Two-Family Dwellings**. [www.awc.org](http://www.awc.org).
2. Southern Building Code Congress **International Standard for Hurricane Resistant Residential Construction**. [www.sbcci.org](http://www.sbcci.org).
3. American Society of Civil Engineers **Minimum Design Loads for Buildings and Other Structures**. [www.asce.org](http://www.asce.org).

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 forgoing instrument, and acknowledged that he/she executed the same.

\_\_\_\_\_  
Notary Public



VILLAGE OF BELLPORT

OWNER(S) CONSENT FORM TO VISIT PROPERTY

ADDRESS: \_\_\_\_\_

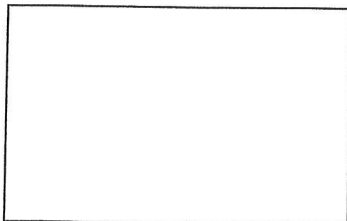
I, \_\_\_\_\_ owner of the property described in the building application submitted to the Village of Bellport Building Department and the following: Zoning Board of Appeals, Planning Board, Architectural Review Board and the Historic Preservation District Commission, do hereby give permission to members 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