VILLAGE OF QUOGUE, NEW YORK

Permit No. _____

Application For Building Department Permit

Type of permit requested (check applicable types):

- ☐ Building
- ☐ Coastal Erosion Hazard Area
- ☐ Dock
- ☐ Other Describe:_____
- ☐ Demolition
- ☐ Floodplain development
- ☐ Bulkhead

Owner:

Name: _____

Address: _____

_____

Telephone: _____

e-mail: _____

Contact for Permit (if different than owner):

Name: _____

Address: _____

_____

Telephone: _____

e-mail: _____

Architect (if any):

Name: _____

Address: _____

_____

Telephone: _____

e-mail: _____

Contractor:

Name: _____

Address: _____

_____

Telephone: _____

e-mail: _____

Street Address of Property: _____

Tax Map Identification Number: 0902-_____-_____-_____._____

(Section - Block - Lot)

Is any part of the property in Coastal Erosion Hazard Area? _____

FEMA Flood Zone Designation of property_____

Zoning Classification: A-_____ B-_____ LI-_____

Approximate size of property:_____ Sq.Ft.

Existing structures on property and use(s):_____
_____
_____
_____

Nature of proposed work covered by this application:
New building_____ Addition_____ Alteration_____ Dock _____ Bulkhead_____
Tennis court_____ Pool _____ Other accessory structure _____ Other_____
(Describe):_____
Removal_____ Demolition _____ Excavation_____ Fill_____
Will clearing of land be involved? _____
If so, amount of acreage disturbed? _____

Brief description of proposed work:
_____
_____
_____

Is the owner seeking a variance from the Zoning Board of Appeals or the Coastal Erosion Hazard Area Board of Review in connection with the work proposed in this application?_____
If so, describe nature of variance(s) sought:_____
_____
_____
_____

For new one-family dwellings and additions to existing one-family dwellings:
Gross floor area of existing dwelling, if applicable: _____
Gross floor area of dwelling as completed: _____
Maximum allowed gross floor area:_____
Note: "Gross floor area" shall be computed in accordance with Section 196-49C of the Quogue Village Code.

Description of new construction with Sq. Ft.:
Square footage constructed or added (for permit amendments please list "from & to"):
first floor living space _____
second floor living space _____
basement living space_____
covered porch _____
garage (attached □, detached□)_____
decks at grade_____
1st floor deck _____
2nd floor deck _____
Patio _____
pool _____
other accessory structures _____

Square footage renovated (for permit amendments please list "from & to"):
first floor living space _____
second floor living space _____
basement living space _____
other (specify) _____

For construction that is proposed in Coastal Erosion Hazard Area:
Describe any alternatives to the location.

_____
_____
_____

Describe why this location of the construction is necessary. _____
_____
_____

Describe whether any measurable increase in erosion will occur as a result of the construction.

_____
_____
_____

Describe steps to prevent and minimize adverse effects on natural protective features.

_____
_____

Will any dune area be disturbed by the proposed activity? _____
If so, describe the plan to restore and revegetate the disturbed area and attach proposed plans and drawings.

If reconstruction of a structure is involved pursuant to Section 80-10B(1)(j) of the Quogue Village Code, specify the "replacement cost – new" of the structure as defined in Section 80-3 of the Quogue Village Code. $_____.

Describe the basis on which such estimate is made and provide supporting data. _____
_____
_____

If a non-major addition to an existing structure in existence before February 6, 1989 is being proposed, provide the increase in ground area coverage, calculated as provided in the definition of "major addition" in Section 80-3 of the Quogue Village Code._____
_____

Cost:
The applicant's estimate of the total cost of the work for which this application is made is the following:
$_____

Describe the basis on which such estimate is made and provide supporting data. _____
_____
_____

Application is hereby made for issuance of a permit or permits as requested in the foregoing application. Applicant affirms to the best of applicant's knowledge and belief that the information set forth in the foregoing application is true, correct and complete. In connection with the work, the applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant authorizes the Building Inspector, Code Enforcement Officer and other officials of the Village of Quogue to enter upon the property for the purpose of inspecting the property and construction and other work to be performed pursuant to the foregoing application, and the applicant consents to such entry for that purpose.

Date: _____ Applicant's Signature: _____

Notes:

1. No oversight, error or omission on the part of the building inspector or his representative shall legalize the erecting, construction, alteration, removal, use or occupancy of a building or structure that does not conform to the provisions of the New York State Uniform Fire Prevention and Building Code and the Code of the Village of Quogue.

2. This application must be signed by all owners or an authorized agent of the owners designated in writing delivered to the building department.

3. The application for a building permit must contain or be accompanied by sufficient information to permit a determination that the intended work accords with the requirements of the New York State Uniform Fire Prevention and Building Code.

4. The application for a building permit must also be accompanied by copies of the plans and specifications as per the attached instructions showing the character, outside limits, size, intended use, and location upon the plot of the proposed structure and the size, boundaries, existing structures and location of the plot of land affected.

5. A current, certified survey prepared by a licensed surveyor is required for all work unless waived by the building inspector. In the Coastal Erosion Hazard Area, such survey should show the toe of the dune, the crest of the dune, the coastal erosion hazard line, which shall be the landward edge of the scaled line from the official coastal erosion hazard area maps, and topographic data.

6. Prior to issuance of a permit, contractors must show evidence of licensure by the Town of Southampton and, unless an exception is applicable, evidence of workmen's compensation insurance.

7. Please see and complete the Design Review Board Application attached to this form.

For Building Inspector's Use Only

Application is: _____
(Granted or Denied)

Reference to variance(s) granted (if any):_____
Conditions (if any):_____
_____
_____
_____
_____

Computation of fee:

Building Permit:	$_____
Coastal Erosion Hazard Area:	$_____
Storm Water Pollution Protection Plan*:	$_____
Certificate of Occupancy:	$_____
Total:	**$**_____

*Additional inspection charges may apply

Date: _____ **Building Inspector's Signature:** _____

_____

For Coastal Erosion Hazard Area Permits:
The undersigned Coastal Erosion Hazard Area Administrator hereby finds and determines that the construction and other activity within the Coastal Erosion Hazard Area: (a) is reasonable and necessary, considering reasonable alternatives to the proposed activity and the extent to which the proposed activity requires a shoreline location, (b) is not likely to cause a measurable increase in erosion at the proposed site and at other locations, and (c) prevents, if possible, or minimizes adverse effects on natural protective features and their functions and protective values, existing erosion protection structures and natural resources.

Date: _____**Administrator's Signature:** _____

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VILLAGE OF QUOGUE, NEW YORK

Owner's Designation of Agent

The undersigned owner of the property located in the Village of Quogue known as

_____ (the "Property") hereby appoints
(address)

_____, as the lawful agent of the undersigned

in connection with all matters relating to the application for a building or other permit at this Property, including the right to complete and execute an Application for Building Department Permit. The undersigned owner agrees to be bound by all the statements and undertakings of such agent with the same effect as if made personally by the undersigned.

This designation may be revoked only by a written instrument delivered by the undersigned to the Building Department of the Village of Quogue.

Name(s)_____

Date: _____ Signature(s)_____
(All record owners must sign)

Village of Quogue
Design Review Board Application Form

The Design Review Board reviews the exterior design of proposed new buildings or structures and alterations of existing buildings and structures in order to assure that the design is compatible with the neighborhood and otherwise consistent with the objectives of promoting the health, safety and general welfare of the community and preserving and protecting the value of properties in the Village of Quogue. Additional information concerning the Design Review Board's function and procedure is available at the Village Office or at www.villageofquogue.com.

Please complete the information called for below and file completed application and **four copies** of the following materials with the Village office:

- Elevations, renderings and floor plans of proposed project (full construction drawings are not necessary).
- Site plan of property including landscaping (existing and proposed). If a garage is planned indicate placement on the site plan at least 6' evergreen plantings screening the garage doors if they face an adjacent property. Normally, garage doors should not face the road.

Owner name: _____ **E-Mail:** _____ **Tel:** _____

Property Address: _____ **Tax Map ID Number: 0902-**_____-____-_____

Architect Name: _____ **E-Mail:** _____ **Tel:** _____

Contractor Name: _____ **E-Mail:** _____ **Tel:** _____

Principal contact for the application: _____

Siding Material_____ Color_____

Roofing Material_____ Color_____

Foundation Material_____ Color_____

Trim Color_____ Shutter Color_____

Main Entry Door Color_____ Windows- Clear_____ Mirrored_____ Tinted_____

Driveway Material_____ Color_____ Driveway Apron_____ Color_____

Septic Retaining Wall Finish:_____ Screening:_____

Deck Material_____ Color_____

Paver Material_____ Color_____

Fencing Material_____ Color_____

Applicant's Certification

The undersigned owner or representative of the owner certifies that the information set forth above and in the accompanying materials is true and correct and that the structure that is the subject of this application will be constructed in compliance with the information submitted.

Date: _____ Signature: _____

Printed Name: _____

FOR OFFICIAL USE ONLY

Name of DRB Committee Member:_____

Name of Concurring Member, if applicable:_____

Name of Concurring Member, if applicable: _____

(The Committee Member or one of the concurring members must be the Chairman. Concurring members are required for new construction and major additions or modifications.)

Application is: _____Approved _____ Referred to full Design Review Board

Conditions of approval, if any_____
_____
_____

Committee Member Signature: _____

Date: _____

Building Department Final Compliance Signature: _____

DRB File Number: _____

APPLICATION PROCESS:

1. Incomplete applications will not be accepted.
2. Complete applications will be received and reviewed.
3. After review from the Building Inspector, applications will be referred to the DRB.
4. The typical time frame for issuance of most permits is two to three weeks.

Do not proceed with construction until you have paid the application fee, received the permit and posted it on site.

COMPLETE APPLICATIONS SHALL INCLUDE:

(PLEASE USE THE FOLLOWING AS A CHECK LIST.)

1. Three sets of plans and three copies of the survey are required for most applications. Four sets of plans for are required for commercial projects and four surveys and plans for CEHA permits.
2. Plans must be ¼ scale or larger. Plans typically need to have an architect seal, especially when the work is structural in nature.
3. Surveys must be to scale (not reduced or blown up).
4. An application to amend the scope of work of a project must have a clear explanation of the change such as *"square footage from X to Y" or "renovation cost from Y to Z"*. Revised plans may be required depending on circumstances.
5. Design Review Board referrals are an automatic part of the review process. The DRB form must be filled out by all applicants.
6. **Suffolk County Board of Health** permits will be required for:
   a. New septic systems for accessory structures.
   b. Additional bedrooms in excess of prior BOH approvals.
   c. Additional bedrooms where there is no prior BOH approval.
   d. Suffolk County Board of Health permits are required to upgrade or install a new system.
   e. If BOH approval is required and has not been received, the application will be deemed incomplete and may not be accepted.
7. **DEC** approval is necessary for parcels affected by wetlands.
8. Site plan approval is required for all commercial building applications.
9. Applications for **sheds, hot tubs & heating systems** and or equipment (items other than stick build construction) must include either plans or a brochure from the manufacturer indicating what will be installed. Manufacturers installation specifications must be included as necessary.
10. **Photovoltaic systems** require an electrical underwrites certificate at completion. PV systems require permits when they are free standing and when the panels are tipped up from the roof. Engineering drawings are required for the mounting of the system with a roof diagram and equipment location. A letter from an engineer or architect is required regarding the imposed load on the roof.
11. **Solar hot water systems** require a building permit as they are plumbing equipment. Solar hot water systems free standing and tipped up from the roof require engineering drawings for the mounting of the system with a roof diagram and equipment location. A letter from an engineer or architect is required regarding the imposed load on the roof.
12. Proof of **Workmens' Compensation** insurance on the appropriate form (State issued) is required. The Village of Quogue must be listed as an additional insured. Accord forms are not acceptable. Minor projects that qualify may use the exemption form signed and notarized by the homeowner.

LAWS OF NEW YORK, 1998
CHAPTER 439

The general municipal law is amended by adding a new section 125 to read as follows:

§ 125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors and Business Owners

For businesses listed as the general contractors on building permits, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is ONE of the following forms that indicate that they are:

- insured (C-105.2 or U-26.3),
- self-insured (SI-12), or
- are exempt (C-105.21),

under the mandatory coverage provisions of the WCL. Any residence that is not a 1, 2, 3 or 4 Family, Owner-occupied Residence is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a 1, 2, 3 or 4 Family, Owner-occupied Residence, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1(3/99).

- Form BP-1(3/99) shall be filed if the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied Residence is listed as the general contractor on the building permit, and the homeowner:
  - is performing all the work for which the building permit was issued him/herself,
  - is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
  - has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- If the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied Residence is hiring or paying individuals a total of 40 hours or MORE in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(3/99), but shall either:
  - acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form), OR
  - have the general contractor, (performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

☐ I am performing all the work for which the building permit was issued.

☐ I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.

☐ I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit; OR

- have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

_____
(Signature of Homeowner)

_____
(Date Signed)

_____
(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

_____

_____

_____

902- - -

Sworn to before me this _____ *day of*

_____, _____.

_____
(County Clerk or Notary Public)