

**Village Building Inspector (By Appointment) 941-9412 [oldfieldli@aol.com](mailto:oldfieldli@aol.com)**

**VILLAGE OF OLD FIELD**

*BUILDING PERMIT APPLICATION INSTRUCTIONS*

**THREE (4) copies of the following items must be submitted with the Building Permit Application:**

1. **Application** (original application plus 2 copies).
2. **Property deed**
3. **Building plans**, signed and sealed by N.Y.S. licensed architect or professional Engineer.
4. Complete property **survey**, not more than 10 years old, showing location of all existing structures.
  - New House: Must show proposed location of house (text boring).
  - If property is within 500 feet of the following bodies of water, survey must show distance and direction:

- |                    |                |                      |
|--------------------|----------------|----------------------|
| 1. Conscience Bay  | 3. The Narrows | 5. Long Island Sound |
| 2. Setauket Harbor | 4. Flax Pond   | 6. Smithtown Bay     |

A Topographical Survey may be required by Inspector if pertinent to contour of land and permit requested. Upon preliminary review, Inspector will notify applicant if applicable.

5. ***Copy of all existing Certificates of Occupancy for property.***
6. ***Owner and contractor affidavit (signed and notarized).***
7. ***Worker's Compensation Insurance Certificate.***
8. ***Special permits will be required if project is located in:***
  1. Flood Plain (Village and NYS DEC permits)
  2. Tidal Wetlands (NYS DEC permit)
  3. Fresh Water Wetlands (Village and NYS DEC permits)
  4. Coastal Erosion High Hazard areas (Village permit)
  5. Within 500 feet of Brookhaven Town or Suffolk County Waters (Town and County permits)

It is the responsibility of the applicant to obtain the necessary special permits from the respective government agencies. **BUILDING PERMIT FEES ARE ESTABLISHED BY THE INSPECTOR (SEE GENERAL TERMS AND CONDITIONS) AND ARE PAYABLE AT TIME PERMIT IS ISSUED.**

**PLEASE RETAIN THE “GENERAL TERMS AND CONDITIONS” FOR YOUR RECORDS**

***VILLAGE OF OLD FIELD***  
**GENERAL TERMS AND CONDITIONS**  
**FOR BUILDING PERMITS**

1. No work may begin without a building permit.
2. Building permit fees are established by the Village Building Inspector. Fees are based on ½ of 1% of the total cost of all construction (new buildings, alterations of existing buildings, tennis courts, deck, dock, etc.) Estimated or contract construction costs shall be based upon present day average figures, as verified and approved by the Inspector. Average construction cost is \$200.00 minimum per square foot.
3. Applications for Building Permits require a minimum of two weeks for review by Building Inspector, Environmental Council, and Board of Trustees.
  - A. Each application must be submitted for review no later than the last Tuesday of each month.
  - B. The Environmental Council meets the first Tuesday of each month for review of permit application and site inspections. The applicant must prepare the site for inspection in the following manner:
    - stake location of building, alteration, etc.
    - clearly mark the extent of proposed clearing including trees and shrubs.
    - Hand-cut a path if site location is not easily accessible.
  - C. The Village Board of Trustees meets the second Tuesday of each month at 7:00 PM to act on applications review by Inspector/Environmental Council. In certain instances, additional information from applicant may be required.
  - D. Applicant may call the Village Clerk at 631-941-9412 during business hours (9AM-3PM) after the Board of Trustees meeting regarding the status of the permit application.
4. Building Permit will be dated the date of Board approval. The Permit fee is to be paid within 60 days or the permit will become null and void. The permit should be clearly posted by the road at the end of property driveway.
5. Inspections by the Building Inspector are required in order to ensure the terms and conditions of the permit have been met. Inspection appointments can be made with the Inspector by calling Village Hall at 631-941-9412. The inspection schedule is as follows:

1. Foundation
2. Framing
3. Insulation (as appropriate)
4. Final

*A foundation location survey is required before any framing commences*

**BUILDING PERMITS ARE VALID FOR ONE YEAR FROM ISSUED DATE AND MAY BE RENEWED AT THE BUILDING INSPECTOR'S RECOMMENDATION.**

6. It is the responsibility of the applicant to obtain all necessary Special Permits from the DEC, Town of Brookhaven and Suffolk County and to provide these to the Village prior to the issuance of a building permit.

**NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL SPECIFIED AND SPECIAL REQUIREMENTS ARE MET.**

7. It is the responsibility of the resident to notify hired contractors of the following:  
Contractors are restricted in the use of machinery as follows:
  - use of earthmoving machinery may not begin before 8:00 AM and must end at 6:00 PM
  - contractors may not work on Sunday or New York State Legal Holidays.
8. Where fill is required and approved, the soil must be clean and compatible with good drainage and soil stability. A bond to protect roads may be required, after consultation with Village Engineer.
9. All operations under this permit shall be done in an environmentally sound manner. The removal, redepositing and storage of material must not undermine, weaken or deprive of support, lands in the vicinity.
10. Excavating, filling and regrading must not adversely affect the waterways within the Village limits or adjacent lands, roadways and waters and must not substantially change the course of any channel or the natural movement or flow of any water. The aforementioned shall be only the minimum required to stabilize the land and buildings.
11. No more than 30% of the land may be cleared.
12. **A Certificate of Occupancy is required before using the premises.**  
**Items required:**
  - A. \$50.00 fee.
  - B. Final (certified) survey showing the location of all pre-existing structures and all new construction.
  - C. Suffolk County Health Department approval (if applicable).

- D. Certified statement from architect or Suffolk County Health Department stating that sanitary system is adequate for proposed.
- E. Electrical Underwriters Certificate

**ALL BUILDING PERMITS ARE SUBJECT TO COMPLIANCE WITH SECTIONS 121-57 AND 121-60 OF VILLAGE CODE.**

**IF PERMITTED WORK DOES NOT CONFIRM TO THE TERMS AND CONDITIONS OF THE PERMIT, A STOP WORK ORDER WILL BE ISSUED.**