

**VILLAGE OF OLD FIELD  
BUILDING PERMIT APPLICATION INSTRUCTIONS AND BUILDING PERMIT**

**Village Building Inspector (By Appointment Only) 631-941-9449**  
[buildingdept@oldfieldny.org](mailto:buildingdept@oldfieldny.org)

**THREE (3) 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 (test boring).**

**If property is within 500 feet of the following bodies of water, survey must show distance and direction:**

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

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

- Copy of all existing Certificates of Occupancy for property.**
- Owner and contractor affidavit (signed and notarized).**
- Worker's Compensation Insurance Certificate.**

**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)**

**NOTE: 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**

- 1. No work may begin without a building permit.**
- 2. Each application must be submitted for review no later than the last Tuesday of each month.**
- 3. 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.**

**The Village Board of Trustees meets the second Tuesday of each month, after the first Monday. at 7:00 PM to act on applications review by Inspector/Environmental Council. In certain instances, additional information from applicant may be required.**

**Applicant may call the Village Clerk at 631-941-9412 during business hours (Monday, Tuesday and Thursday, 9AM-3PM) after the Board of Trustees meeting regarding the status of the permit application.**

**Building Permit will be dated the date of Board approval. The permit should be clearly posted by the road at the end of property driveway.**

**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 631-941-9449. The inspection schedule is as follows:**

*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.**

**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.**

**It is the responsibility of the applicant/resident to notify hired contractors of the following restrictions in the use of machinery as follows:**

- **Use of 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.**
- **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.**
- **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.**
- **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.**

**No more than 30% of the land may be cleared.**

**A Certificate of Occupancy is required before using the premises.**

**Items required:**

- **Final (certified) survey showing the location of all pre-existing structures and all new construction.**
- **Suffolk County Health Department approval (if applicable).**
- **Certified statement from architect or Suffolk County Health Department stating that sanitary system is adequate for proposed work.**

- **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.**

**For Village Use Only**

**PERMIT NO. \_\_\_\_\_**

**NAME: \_\_\_\_\_**

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

**FEE: \_\_\_\_\_ DATE RECVD: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_ DATE DISAPPROVED: \_\_\_\_\_**

**Inc. Village of Old Field  
BUILDING PERMIT**

The work covered by this application may not be commenced before the issuance of a Building Permit. Upon approval of this application, the Building Inspector will issue a Building Permit to the applicant. Such permit shall be posted on the premises and made available for inspection throughout the work.

Permit required for, but not limited to: New residence-Additions and/or Alterations-Demolitions-Decks-Sheds-Porches-Pool Houses-Gazeboes-Plumbing Installation-Swimming Pools-Dock and Bulkhead Construction or Repairs-Retaining Wall Construction or Repairs-Change to Existing Property Grade-Change to Paved Areas on Property that will Modify Storm Water Drainage.

Note: All questions and appointments for required inspections must be made directly with the Building Inspector at 631-941-9449. All appointment requests are the responsibility of the applicant/and or contractor.

**Owner of Record** \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Section-Block-Lot District 203-** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Property size in acres** \_\_\_\_\_

**Is property located in the CEHA (Coastal Erosion Hazard Area)** Yes \_\_\_\_\_ No \_\_\_\_\_

**Architect/Engineer** \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

**Contractor/Builder** \_\_\_\_\_ Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_ License # \_\_\_\_\_

**Description of Proposed Work**

\_\_\_\_\_  
\_\_\_\_\_

**For New Dwellings**

1<sup>st</sup> floor area proposed, sq. ft. \_\_\_\_\_

2<sup>nd</sup> floor area proposed sq. ft. \_\_\_\_\_

Kitchen \_\_\_\_\_

Bathroom(s) \_\_\_\_\_

Porch \_\_\_\_\_ sq. ft.

Portico \_\_\_\_\_ sq. ft.

Deck \_\_\_\_\_

Balcony \_\_\_\_\_

Shed/Accessory \_\_\_\_\_

Fireplace \_\_\_\_\_

Garage, attached \_\_\_\_\_ sq. ft.

Garage, detached \_\_\_\_\_ sq. ft.

**TOTAL SQ. FOOTAGE FOR NEW CONSTRUCTION** \_\_\_\_\_

**Pg. 1 of 2**

**For Interior Alterations**

1<sup>st</sup> floor area sq. ft. \_\_\_\_\_ 3<sup>rd</sup> floor area sq. ft. \_\_\_\_\_

2<sup>nd</sup> floor area sq. ft. \_\_\_\_\_ Basement area sq. ft. \_\_\_\_\_ **TOTAL SQ. FT.** \_\_\_\_\_

**For Heating & Cooling**

New \_\_\_\_\_ Conversion \_\_\_\_\_ Replacement \_\_\_\_\_

Installation to be: \_\_\_\_\_ (gas, electric, oil, tank only)

**Environmental**

The removal and/or substantial alteration of trees, and/or the substantial clearing of vegetation, is regulated by **Chapter 108** of the Old Field Village Code (Trees), and the requirements thereof will be strictly enforced by the Village.

**Failure to comply with the requirements of Chapter 108 shall expose the violator to significant penalties and remediation costs and a delay in the processing of his or her application.**

New construction projects and associated demolition activities which involve tree removal, substantial alteration, substantial clearing and other site preparation activities shall not commence until the issuance of an approved site plan and building permit. The site plan and/or an associated tree survey must clearly indicate which trees and/or vegetation have been approved for removal or substantial alteration. All trees and vegetation not approved for removal or substantial alteration must be maintained on the property. All trees and vegetation to be maintained must be protected by the installation of temporary construction fencing at the Applicant’s sole expense. Such fencing must be suspended by metal posts at appropriate intervals to ensure their relative stability during construction and demolition activity. Photographs must be taken of the completed temporary construction fence to document compliance. The approved removal or substantial alteration of individual trees in situations not associated with site plan review will continue to be designated by ribbon and photos, where appropriate. Questions should be referred to the Building Inspector as appropriate.

**AFFIDAVIT**

BY ACCEPTING THIS PERMIT, THE APPLICANT AGREES TO INDEMNIFY AND SAVE HARMLESS THE Village and its officers and employees from any and all claims arising out of or in connection with this permit.

I give permission for the Environmental Committee to enter any property for site inspections.

I have read the foregoing material and agree to abide by the Village of Old Field General Terms and Conditions for Building Permits and by decisions of all agencies involved. I understand further that I will be responsible for any fees incurred and that said fees must be paid prior to the issuance of any Building Permit. **All inspections must be completed and passed before a Certificate of Occupancy or Certificate of Compliance will be issued.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

Sworn to me this day of \_\_\_\_\_, 20\_\_

Notary Public, Suffolk County, NY

FORM BUILDING PERMIT UPDATED 01 2021