

# TOWN OF HUNTINGTON

Revised

9/1/2021

Department of Engineering Services - Division of Building and Housing

## Requirements and Guidelines for Filing Applications

<b>RESIDENTIAL STRUCTURES REQUIRING PERMIT</b>	Additions, Alterations, Antennas, Arbor, Awning, Balcony, Barn, BBQ (4'+), Cabana, Carport, Cellar Entrance, Chicken Coop, Chimney, Deck (8"+), Demolition, Dog Run, Elevator, Fence*(6'+ from grade), Finished Basement, Fireplace or Stove (Wood/Gas-Interior/Exterior), Garage (Attached/Detached) Gazebo, Moving a Structure, New Building, Patio (30"+), Pergola, Pool (Above/In-ground), Porch, Ramp, Regrade, Retaining Walls* (4' and over cumulative), Satellite Dish, Shed, Solar, Stable, Trellis <b style="text-align: center;">IF UNSURE ASK THE BUILDING DEPARTMENT</b>					
<b>COMMERCIAL STRUCTURES REQUIRING PERMIT</b>	Additions, Antenna, Awnings, Balcony, Basement, Cellar Entrance, Communication Towers, Conversion - Change of Use, Demolition, Elevators, Entry Ramp, Fences* (6'+ from grade), Foundation, Garages, Hood & Duct, Interior Alterations, Kiosk, New Buildings, Parking Lot, Ramp, Retaining Walls* (4' and over cumulative), Satellite Dishes, Solar Panels, Storage Building, Vapor Room					
	<b>TYPE OF CONSTRUCTION</b>	<b>for</b>	<b>Form #</b>	<b>Surveys</b>	<b>Site Plans &amp; Photos</b>	<b>PLANS and other required documents.</b> <b>All structures must meet zoning setbacks.</b>
<b>RES</b>	<b>NEW WORK - Structures, Alterations, Additions &amp; Accessory Buildings.</b> <i>All structures must meet zoning setbacks.</i>		BP 87-01	1 copy to scale & legible	2 Copies showing proposed location	3 Sets of Plans*** New Dwellings require <b>Suffolk County Department of Health Services (SCDHS)</b> & NYS HERS Certificate
<b>RES</b>	<b>NEW DECKS - Decks 8" above grade at any point requires a permit.</b> <i>All decks 8" above grade must meet zoning setbacks.</i>		BP 87-01	1 copy to scale & legible	2 Copies showing proposed location	<b>Decks up to 4' in height need detailed drawings; Decks over 4' &amp; 2nd Story need 3 Sets of Plans***</b> <b>Must Meet Dwelling Setbacks if not May require ZBA.</b>
<b>RES</b>	<b>NEW POOLS - Above and/or In-Ground Outdoor Swimming Pools &amp; Equipment.</b> <i>All pools &amp; equipment must meet zoning setbacks.</i>		BP 87-02 & Steep Slope	1 copy to scale & legible	3 Copies showing proposed location	<b>Steep Slope Affidavit</b> - Photos of pool area from street to pool location, showing grade of property. Must be 10' from dwelling. Will require site & drainage.
<b>RES</b>	<b>NEW SHEDS-One 100 Sq. Ft. Shed-OK w/o permit.</b> <i>More than one shed or greater in size requires permits for all. All sheds must meet zoning setbacks.</i>		BP 87-01	1 copy to scale & legible	2 Copies showing proposed location	<b>Sheds 101-199 (SF)</b> - detailed drawings/brochure/Town Form for plans. <b>Sheds 200 (SF) or Greater - 3 Sets of Plans***</b>
<b>RES</b>	<b>FINISHED BASEMENTS &amp; CONVERTED GARAGES</b>		BP 87-01	1 copy to scale & legible	Photos of interior and exterior	3 Sets of Floor Plans**** - Showing all levels and all rooms and their use. <i>Will require Egress Window/Cellar Entry direct to outside. May require SCDHS.</i>
<b>RES, COM &amp; IND</b>	<b>DEMOLITION</b> - Some demolitions require a pre-site inspection. <i>Structures attached to the dwelling which are to be removed require BP 87-</i>		DEMO 87-04	2 copies to scale & legible	2 copies 'X' structures to Demo	Utility Disconnect Letters ( <b>Originals Only</b> ) -Electric-Gas-Water Asbestos Letter for structures prior to 1/1/1974.
<b>RES, COM &amp; IND</b>	<b>BUILT WITHOUT A PERMIT</b> - All structures built without a permit. <i>Built w/o permit fees are tripled.</i>		BP 87-01	1 copy to scale & legible	Photos of interior and exterior	3 Sets of Plans . May require Suffolk County Department of Health Services (SCDHS) COM & IND Planning Dept approval required for Add/Site.
<b>RES, COM &amp; IND</b>	<b>EXPIRED BUILDING PERMIT</b> - To replace/maintain an existing permit. <i>Additional fees will incur.</i>		BP 87-01	1 copy to scale & legible	NOT REQUIRED	<b>NOT REQUIRED</b>

**\*Fence over 6' and/or Retaining Walls and/or Fence on top of Retaining Wall Combination - see Permit Examiner. May require ZBA.**

**\*\* Current Survey must show all structures on lot and be dated within 6 months of filing an application.**

**\*\*\* PLANS means Architectural Stamped Plans - (3 Signed & Sealed, 1 Copy) Folded. Building Plans no larger than 36" x 22"; 34" x 22" preferred.**

**\*\*\*\* BWO FINISHED BASEMENTS and CONVERTED GARAGES (to habitable space) see finished basement pamphlet for requirements.**

	TYPE OF CONSTRUCTION for Building Permit	Form #	Surveys	Site Plans & Photos	PLANS and other required documents. All structures must meet zoning setbacks.
RES, COM & IND	AMENDMENT - To change any part of an existing permit. <b>Additional fees will incur.</b>	BP 87-01	NOT REQUIRED	If new footprint updated site plans	3 Sets of Revised Plans*** When single pages are changed the applicant is responsible to collate.
RES, COM & IND	GRADING/REGRAVING - Projects may require a pre-site inspection and bond.	BP 87-01	1 copy to scale & legible	3 copies Topo Survey & Color Photos	Topographical Survey Plans to include contour lines (2' gradient intervals), ALL proposed site improvements, Swales directing stormwater runoff, gradient contour/angle of repose
RES	LETTER IN LIEU of CERTIFICATE OF OCCUPANCY - CONSTRUCTED PRIOR TO 1934	BP 87-07	2 copies to scale & legible	Photos All Sides of All Structures	Floor Plan of Each Level, Label All Rooms & to Scale
RES	LEGALIZE TWO FAMILY DWELLINGS <i>Must be in R-5 zone and comply w/ R-10 zone Setbacks. May require ZBA.</i>	BP 87-01	1 copy to scale & legible	Photos of Inside & Outside All Rooms	3 Sets of Plans***
COM & IND	NEW WORK - Construction of Building, Additions & Exterior Alterations <i>Planning Department approval required. May need ZBA.</i>	BP 87-01	1 copy to scale & legible	1 Planning Approval Copy	Require 3 Sets of PLANNING APPROVED Plans*** Planning Resolution, LEEDS FEE over 4000 Sq. Ft. Pre Site Insp & Pre Construction Mtg for Permit
	NEW INTERIOR ALTERATIONS	"	"		3 Sets of Plans*** (2 Signed & Sealed, 1 Copy)
COM & IND	SITE WORK - <i>Planning Department approval required.</i>	BP	1 copy to scale & legible	1 Copy	3 Sets of Plans*** (2 Signed & Sealed, 1 Copy) Planning Resolution Pre Site Insp & Pre Construction Mtg for Permit
		87-01			
COM & IND	CERTIFICATE OF PERMITTED USE - Only required for outdoor dining (Renewed Annually) & Home Occupations.	BP	1 copy to scale & legible	NOT REQUIRED	Follow Permitted Use Form Requirements CPU Owner Affidavit
		87-06			
NO PERMIT REQ	NO BUILDING PERMIT REQUIRED for Roofing, Siding and Window/Door (if replacing in-kind and no structural changes) driveways, slabs, hot tubs and Antennas for home TV. <b>Please contact the Building Department before working on structures.</b>				
BUILDING PERMIT GUIDELINES	<b>GENERAL REQUIREMENTS FOR BUILDING PERMIT APPLICATION - MAY BE SUBJECT TO REQUEST FOR ADDITIONAL INFORMATION.</b>				
	1) Proof of Workers Compensation on form C-105.2 or U26.3 (No ACCORD Forms); w/TOWN OF HUNTINGTON as Certificate Holder. NEW WORK/DEMO				
	2) Suffolk County Home Improvement License Photo ID for RESIDENTIAL ONLY- NEW WORK/DEMO.				
	3) Company Owned Property must provide proof of signature (i.e. Corp. Resolution, Letter of Inc., Articles of Corp., Oper Agrmnt, Etc.)				
	4) Agent Authorization Letter/Signed & Notarized by owner allowing agent to act on their behalf and obtain permits and/or C of O.				
	5) All FEES over \$25.00 must be paid by check, credit card, money order or bank check payable to the TOWN OF HUNTINGTON.				
	6) Approved permits for New Structures/Additions require FINAL SURVEY to obtain a Certificate of Occupancy showing all structures.				
	7) All Plans Must be in Compliance with NYS Bldg. Code (NYSBC). Folded.				
8) Freedom of Information Law (FOIL) application may be submitted by anyone to search the history of permits and certificate of occupancy.					
<b>Permits expire in 3 years with annual renewal fees for 2 years. Be sure to comply with required inspections.</b>					
<b>Town of Huntington Website - <a href="http://www.huntingtonNY.Gov">http://www.huntingtonNY.Gov</a></b> - Use our web site to search for Forms, Zoning Codes, Permits, C of O and much more! <i>How to review a Site History: Once on the web page, Click on Property Info, Then Property Info Disclaimer Notice (Accept) and then Site History Summary.</i>					