



**TOWN OF HUNTINGTON**  
**DEPARTMENT OF ENGINEERING SERVICES**  
**DIVISION OF BUILDING AND HOUSING**

**APPLICATION FOR PERMITTED USE CERTIFICATE**

Fee: \$ 200.00	Receipt #: _____	Date: _____
By: _____		

**Filing Requirements:**

1. **One Copy of the Survey to Scale & Legible;**
2. **Three Copies of Floor Plans** drawn to a scale of not less than 1/8" to 1 foot showing walls, windows and doors, area separations and sanitary facilities;
3. **One Copy of the Certificate of Occupancy for the Premises;**
4. **Copies of the First Page and the Signature Page of the Lease**, if applicable; **and**
5. **A Copy of the Decision by the Zoning Board of Appeals with Exhibits**, if applicable.

Zone: \_\_\_\_\_ Tax Map #: 0400 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
SECTION                      BLOCK                      LOT

Property Address: \_\_\_\_\_  
 \_\_\_\_\_

Filed Map: \_\_\_\_\_

Property Description: \_\_\_\_\_  
[N/S/E/W SIDE OF ROAD – DISTANCE & DIRECTION TO INTERSECTION]

Name of Intended Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
[IF DIFFERENT THAN ABOVE]

Intended Use: \_\_\_\_\_  
 \_\_\_\_\_

Occupancy Classification: \* [See Page Two] \_\_\_\_\_

Last Use: \_\_\_\_\_  
[ATTACH A COPY OF THE PERMIT CARD OR CERTIFICATE FOR THE LAST USE]

Name of Applicant: \_\_\_\_\_  
[PRINT OR TYPE]

Address of Applicant: \_\_\_\_\_  
 \_\_\_\_\_

Telephone of Applicant: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_  
[PRINT OR TYPE]

Mailing Address of Property Owner: \_\_\_\_\_  
 \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**TOWN OF HUNTINGTON**  
**DEPARTMENT OF ENGINEERING SERVICES**  
**DIVISION OF BUILDING AND HOUSING**

**THE CERTIFICATE OF PERMITTED USE**

A Certificate of Permitted Use is available to establish the lawful occupancy of a premises including compliance with the Zoning Ordinance. It is not, however, a substitute for a building permit. Therefore, if there is any construction activity, a building permit would be required instead of an application for a permitted use certificate.

Typical examples of construction activity are adding or removing walls, adding doors or windows, and replacing stairs.

A typical example of a permitted use is a new business starting in an existing tenant space. Neither the property owner nor the business owner is changing the floor plan that was used by the previous tenant.

A typical example of establishing compliance with the Zoning Ordinance is a permitted use certificate for a two-family dwelling approved by the Zoning Board of Appeals. This is sometimes called “legalizing” a prior nonconforming use.

New York State regulations require a building permit any time the occupancy classification is changed. ***Therefore, a permitted use application is not available when the occupancy classification has been changed.*** There are ten classifications for the different types of occupancy. Of course, a building may have more than one type, but a change of occupancy classification will require a building permit. For more information, consult a licensed design professional or see Chapter 3 of the Building Code of the State of New York. \* The ten occupancy classifications, or groups, are as follows:

1. Group A – Assembly
2. Group B – Business
3. Group E – Education
4. Group F – Factory
5. Group H – High Hazard
6. Group I – Institutional
7. Group M – Mercantile
8. Group R – Residential
9. Group S – Storage
10. Group U – Utility

Once the application has been filed, the premises must be inspected. ***It is important to schedule the inspection as soon as possible.*** A Certificate of Permitted Use will not be issued until the inspection is approved. The Inspectors’ office is in Room 112. The telephone number to schedule inspections is (631) 351-3163.