



Town of Riverhead Building Department

4 W Second Street, Riverhead, New York 11901

(631) 727-3200 Ext. 213

www.townofriverheadny.gov

RESIDENTIAL BUILDING PERMIT APPLICATION

1. Building Permit Application (2 Pages, signed and notarized);
2. Disclosure Affidavit (signed and notarized);
3. Inspection acknowledgment checklist;
4. Contractor's 3 Proofs of Insurance; Liability (Acord form, 2M/1M min.), Workers' Compensation (C-105.2 form), & Disability (DB 120.1 form). Forms shall show the property owner and property location, and list the Town of Riverhead as certificate holder;
5. Electrical Application, if applicable (signed and notarized)
Please review Outdoor Lighting Code, §301-259;
6. Two (2) complete sets of Building Plans in compliance with Chapter §217-6. Please submit one (1) additional digital version, if possible;
7. REScheck or equivalent. If an addition of less than 500 sq. feet, insulation chart as per RCNYS required;
8. Three (3) plot plans/surveys, one with Health Department Approval when required, showing location of project **and existing and/or proposed sanitary facilities** on premises;
9. **Do FEMA Floodplain regulations apply? If so, see FEMA Related Requirements information;**
10. Approvals from other agencies having jurisdiction, if applicable (i.e. Department of Environmental Conservation, Conservation Advisory Council, Chapter 219, Riverhead Highway, Water, Sewer, etc.)
11. Copy of recorded Covenants and Restrictions, if applicable;
12. Single and separate title search for nonconforming lots;
13. For installations, additions, alterations, or repairs on an existing manufactured home, the contractor must be a New York Department of State Certified Manufacturer, Installer, or Mechanic of Manufactured Homes
14. Fee is determined in accordance with Chapter 217 of the Town Code and are **non-refundable per §217-12;**

Please note: The processing of application begins when all applicable forms are received and the fee is paid.



APPLICATION FOR BUILDING & ZONING PERMIT

4 W Second Street, Riverhead, New York 11901

631-727-3200 ext. 213

www.townofriverheadny.gov

Tax Map # _____ - _____ - _____

Application No. _____ Date _____ Permit No. _____ Receipt _____

Approved by _____ Zoning District _____ Building Fee \$ _____ Electrical Fee \$ _____

All information below to be filled out by applicant. A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK. This application is to be submitted accompanied by building plans drawn to scale in duplicate, showing elevations, floor plans, run and size of joists, rafters, girders, details of footings and foundation, schematic of plumbing and electrical layouts and grade and species of lumber and quality of all material where applicable.

THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY)

First Name _____ Last Name _____ Business Name _____

Mailing Address _____ Town _____ State _____ Zip _____

Phone Contact _____ Fax _____ Email Address _____

Property Location of Proposed Work

CONTACT PERSON (if different from owner) The person to receive all correspondence including permit and associated certificate:

First Name _____ Last Name _____

Mailing Address _____ Town _____ State _____ Zip _____

Phone Contact _____ Fax _____ Email Address _____

☐ Residential - Estimated cost of proposed construction \$ _____

☐ Deck

☐ Commercial - Estimated cost of proposed construction \$ _____

☐ _____ Car Attached/Detached Garage

☐ Single Family Residence

☐ New Commercial Structure

☐ Manufactured/Modular Home

☐ Bulkhead/ Dock

☐ Excavation/Land clearing: approx _____ cu.yds. removed

☐ Demolition

☐ Addition

☐ Agricultural Worker Housing

☐ Alteration

☐ Condominium

☐ Accessory Structure

☐ Use Permit _____

☐ Swimming Pool

☐ Miscellaneous _____

Pool Specifications (if applicable)

☐ In ground

☐ Above ground

☐ Hot tub/spa

☐ Heater _____

Electric/Gas

APPLICATION FOR BUILDING & ZONING PERMIT

Please describe project and/or special conditions:

ZONING SPECIFICATIONS: Fill in for new building, or addition to existing building or a change of occupancy. Indicate on the plot plan in triplicate, street names, the location and size of property, the location and setbacks of proposed buildings and existing buildings. Show proposed buildings in dotted lines and existing buildings in a solid line. All distances are measured from property line to nearest part of building.

All work must be in compliance with the Building Code of New York State.

Existing building type/use _____ Proposed building _____sq. ft. Garage _____sq. ft.

Existing building _____sq. ft. Proposed addition _____sq. ft. Number of Bedrooms _____

Existing Floor 1 _____sq. ft. Proposed Floor 1 add _____sq. ft. Height _____ ft.

Existing Floor 2 _____sq. ft. Proposed Floor 2 add _____sq. ft. Impervious surface _____%

Electrician: _____ License # _____

Mailing Address Town State Zip

Plumber: _____ License# _____

Mailing Address Town State Zip

Contractor: _____ License# _____

Mailing Address Town State Zip

AFFIDAVIT

Town of Riverhead)
County of Suffolk) s.s.
State of New York)

I swear that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the Building Code, Zoning Ordinance, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work and inspections are authorized by the owner.

Sworn to be before this _____ day

Signature _____

Owner or Applicant

of _____ 20 _____

Notary Public, Suffolk County, New York

Read this document carefully.
You may consult your attorney before completing.

Disclosure Affidavit

STATE OF NEW YORK)

SS:

COUNTY OF SUFFOLK)

I, _____ an applicant for
the following relief: _____ and being duly
(Type of Permit)
sworn, deposes and says:

That I make and complete this affidavit under the penalty of perjury and swear to the truth thereof.

That I understand that this affidavit is required by Section 809 of the General Municipal Law and that a
knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:

That _____ is a State Officer, is an officer or employee of Riverhead
(Name of Relative)
Town, and:

☐ ***Check here if not applicable (i.e., you have no relative working for the Town of Riverhead.)
and please sign below before a notary public.***

That this person has an interest in the person, partnership or association requesting the above stated relief.

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he,
his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them.

- a. is an applicant,
- b. is an officer, director, partner or employee of the applicant,
- c. legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or
association, applicant, or
- d. is a party to an agreement with such an application, express or implied whereby he may receive any
payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable
approval of such application, petition or request.
- e. That ownership of less than five (5) per cent of the stock of a corporation whose stock is listed on the New
York or American Stock Exchange shall not constitute an interest for the purpose of this section.

(Signature)

Sworn to before me this _____ day
of _____, 20 _____

Notary Public

Town of Riverhead Building Department

ZB NO. _____

SCTM# _____

INSPECTION & CERTIFICATE OF OCCUPANCY INFORMATION SHEET

Inspections must be made by the building department within four (4) months of the issuance of a building permit. It is the responsibility of the applicant, owner, or contractor to request inspections from the Building Department. Construction must be completed and certificate of occupancy must be obtained within twelve (12) months, or the permit may need to be renewed.

NOTE: AFTER THE FOUNDATION IS POURED OR PILINGS ARE INSTALLED, AND PRIOR TO THE START OF FRAMING, A FLOOD ELEVATION CERTIFICATE IS REQUIRED FOR WORK WITHIN FLOODPLAIN.

The following inspections are required. **ONE WEEK notice for inspections is necessary.**

- 1st Inspection: Footing reinforcement or pier excavation prior to pour
- 2nd Inspection: Footing keyway with foundation wall reinforcement and dowels into existing
- 3rd Inspection: Foundation before backfill (must be damp proofed where applicable)
- 4th Inspection: Under slab plumbing, perimeter insulation, and slab preparation before slab is poured.
- 5th Inspection: Framing, Sheathing & Strapping prior to housewrap (if strapped under sheathing, separate sheathing inspection req'd)
- 6th Inspection: Rough plumbing; air and/or water test may be required
- 7th Inspection: Rough electric
- 8th Inspection: Insulation and draft stopping; must be weather tight
- 9th Inspection: Final building, plumbing, electrical inspections; all construction completed and ready for occupancy

Site features may need additional inspections; i.e. drywells, grading, grade stabilization, etc.

After the required inspections are made, a Certificate of Occupancy must be issued prior to occupying the subject building(s). The following documents are required to be submitted after all of the work is complete:

- ☐ Final Survey (**prepared by a NYS Licensed Surveyor**) when applicable
- ☐ **A final Flood Elevation Certificate prepared by a NYS Licensed Surveyor**
- ☐ Electrical Certificate of Compliance (issued by the Town of Riverhead Electrical Inspector)
- ☐ Suffolk County Health Department Approval (if required and/or necessary)
- ☐ Plumbers Affidavit (if required and/or necessary)
- ☐ Final Floor Affidavit (if required and/or necessary)
- ☐ Dark Skies Compliance Acknowledgement, if applicable – Please review Outdoor Lighting Code, Article XLIX;

No building may be used or occupied in whole or in part, until a Certificate of Occupancy shall have been issued by the Building Inspector. (All new construction)

No building enlarged, extended or altered, or upon which work has been performed, which required a building permit, shall be occupied or used more than thirty (30) days after completion, unless a Certificate of Occupancy shall have been issued by the Building Inspector. (All additions, alterations, etc.)

All debris created by land clearing and during construction must be removed from the property. No debris is to be used in backfill of footings and foundation or is to be buried.

The Certificate of Occupancy will be issued after a processing period of at least Seventy-two hours (72) from the time all of the required documents are submitted to this office.

Pursuant to Chapter 217-12 (G): The Building Inspector may charge a duplicate inspection fee for any inspection that must be repeated due to the failure of the applicant to meet the inspection criteria. The duplicate inspection fee for residential properties shall be \$200. The duplicate inspection fee for commercial properties shall be \$350. In addition, each missed inspection shall be considered a failed inspection and a fee shall be charged. If foundations are poured without the rebar being seen then we reserve the right to require third party imaging certification.

The owner/contractor is responsible for all drainage and flooding issues as provided by §217-6 (k) of the Town Code. Permit fees are nonrefundable per Town of Riverhead Code §217-12 D(17).

The person responsible for this site must call in for all inspections listed above.

Signature: _____ **Date:** _____

SCTM# _____ ZB# _____ Receipt No. _____ Date _____



Application for Electrical Permit
Town of Riverhead
(631) 727-3200 Ext. 213

Owner of Property: _____ **Phone No.** _____

Mailing Address: _____

Location of Job: _____ **Hamlet:** _____

Name of Contractor responsible for electrical installation:

Business Name in full: _____ **License No.** _____

Mailing Address: _____

Phone# _____ **Cell#** _____ **E-MAIL** _____

State use of premises: ☐ Residential ☐ Commercial **Nature of work:** _____

Exposed ☐ **Concealed** ☐ **New** ☐ **Old** ☐ **Area of proposed construction in total square feet:** _____

Service Information:

Temp Requested ☐

Size of Mains: _____ **Feeders:** _____

Service Enters Building: ☐ Overhead ☐ Underground

Application fees are made payable to the Town of Riverhead Fee: _____ **Type Code:** _____

APPLICATION IS HEREBY MADE to the Building Department as per Chapter 217 of the Code of the Town of Riverhead.
STATE OF NEW YORK) COUNTY OF SUFFOLK)

_____ being duly sworn deposes and says that he/she
is the applicant above named.

He/She is the _____ of said owner or owners, and is duly authorized to perform or have performed the said work and file this application: that all statements contained in this application are true to the best of his/her knowledge and belief: and that all work will be performed in the manner set forth in this application and in the plans and specifications filed herewith.

Sworn to before me this _____ day
of _____ 20_____

Signature of Electrician _____

Notary Public _____

FOR OFFICE USE ONLY

Request Date:	Inspection	Remarks:



Dark Skies' Compliance Acknowledgement
Town of Riverhead Lighting Ordinance Article XLIX

TO BE SUBMITTED AT THE CONCLUSION OF WORK AND PRIOR TO CO

Property Owner _____

Property Address _____

Suffolk County Tax Map Number: 0600-_____-_____-_____

Permit No. ZB _____

I, _____, Suffolk County License # _____

☐ Electrician or ☐ Homeowner

doing business as _____
Name of Business

residing (or doing business) at _____,

being duly sworn, depose and says that;

☐ I am the Electrician for the above referenced property; that I currently have a valid Suffolk County Electrician's License; and

☐ I am the homeowner; and

That the Outdoor Lighting installation is complete, that said installation conforms to the provisions of Article XLIX of the Riverhead Town Code and the National Electrical Code; and that I understand that the Town of Riverhead will rely on this sworn statement as a condition to issuing the Electrical Certificate of Compliance for the above described work:.

Town of Riverhead)
County of Suffolk) ss.
State of New York)

Signature: _____

False statements made herein are punishable as a class "A" misdemeanor pursuant to § 210.45 of the Penal Law, State of New York.

Sworn to before me this _____ day

of _____, 20_____.

(Notary Public, Suffolk County, New York)



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FEMA Related Requirements

1. In FEMA Flood Zones, elevations are required to be shown on surveys. Verification by a New York State Licensed Architect or Professional Engineer may be required if FEMA Regulations apply.
2. If subject property is located in more than one Flood Zone, the line showing the two flood zones must be shown on a survey.
3. FEMA Flood Elevation Certificate based on construction drawings prepared by a NYS Land Surveyor, NYS Licensed Architect or NY State Licensed Engineer.
4. Two (2) sets of signed and sealed building plans by a NYS licensed Architect or Engineer; including square footage of habitable space and height of finished construction, including first floor and basement, building grades and elevations based on North American Vertical Datum or 1988, clearly printed on the front page of plans.
5. For all new, substantially improved, or substantially damaged structures located with mapped Flood Zones, an under construction Flood Elevation Certificate, prepared by a NYS Licensed Surveyor, is required after foundation is poured or pilings are installed, and prior to start of framing (see FEMA definition of substantial).