TOWN OF SMITHTOWN
Building Department

REQUIREMENTS FOR A DEMOLITION PERMIT

BUILDING PERMIT APPLICATION PROCESS:

1. **BUILDING APPLICATION FORMS AND FEES:** COMPLETELY FILLED OUT IN DUPLICATE, SIGNED AND NOTARIZED.
2. **LEGAL SURVEYS:** SUBMIT THREE (3) COPIES OF A SURVEY BY A NYS LICENSED LAND SURVEYOR SHOWING ALL EXISTING STRUCTURES, THEIR USE, SIZE AND SETBACKS.
3. **PLOT PLANS:** SUBMIT THREE (3) COPIES OF THE SURVEY SHOWING ALL STRUCTURES TO BE DEMOLISHED.
4. **LETTER OF AUTHORIZATION:** SUBMIT LETTER FROM PROPERTY OWNER ACKNOWLEDGING THE PROPOSED DEMOLITION WORK AND AUTHORIZING THE CONTRACTOR, ARCHITECT OR ENGINEER TO ACT AS OWNER'S AGENT ON ALL MATTERS CONCERNING THIS PERMIT.
5. **TAX BILL:** SUBMIT RECENT COPY OF TAX BILL SHOWING CURRENT PROPERTY OWNER AND SECTION, BLOCK AND LOT NUMBERS OF PROPERTY WHERE WORK IS TO BE PERFORMED.
6. **EXCAVATION AFFIDAVIT:** SUBMIT ONE COPY OF EXCAVATION AFFIDAVIT, COMPLETED, SIGNED AND NOTARIZED.
7. **CONTRACTOR'S INSURANCE CERTIFICATE:** SUBMIT CURRENT COPY OF DEMOLITION CONTRACTOR INSURANCES (WORKERS COMPENSATION, DISABILITY AND GENERAL LIABILITY INSURANCES.
8. **CONTRACTOR'S LICENSE NUMBER: RESIDENTIAL PROPERTIES ONLY:** SUBMIT CURRENT COPY OF CONTRACTOR'S SUFFOLK COUNTY HOME IMPROVEMENT LICENSE.
9. **ELECTRIC DISCONNECT LETTER:** SUBMIT LETTER FROM LIPA STATING THAT ALL ELECTRIC TO THE STRUCTURE HAS BEEN TURNED OFF AND DISCONNECTED AT THE STREET SIDE.
10. **GAS DISCONNECT LETTER:** SUBMIT LETTER FROM KEYSPAN STATING THAT ALL GAS SERVICE (S) TO THIS STRUCTURE HAS BEEN TURNED OFF AT THE STREET.
11. **WATER DISCONNECT LETTER:** SUBMIT LETTER FROM WATER AUTHORITY THAT WATER SERVICE TO THIS STRUCTURE HAS BEEN TURNED OFF AT THE STREET.
12. **ASBESTOS SURVEY REPORT:** SUBMIT ASBESTOS SURVEY REPORT PREPARED BY A *NEW YORK STATE DEPARTMENT OF LABOR CERTIFIED ASBESTOS INSPECTOR.* IF ASBESTOS SAMPLES WERE TAKEN, SUBMIT THE TEST RESULTS FROM A *NEW YORK STATE CERTIFIED MONITORING FIRM OR LABORATORY* IN ACCORDANCE WITH NEW YORK STATE LABOR LAW (INDUSTRIAL CODE RULE 56)

IF ASBESTOS IS PRESENT AS DESCRIBED IN THE ASBESTOS SURVEY REPORT, THEN REFER TO DEMOLITION-REQUIREMENTS AND PROCEDURE FORM.

DEMOLITION WORK SHALL NOT BEGIN UNTIL THE APPLICANT HAS SUBMITTED ALL OF THE REQUIRED DOCUMENTATION AND PERMIT HAS BEEN ISSUED.

- THE APPLICANT SHALL CAREFULLY ANSWER ALL APPLICABLE QUESTIONS ON ALL FORMS.
- **ILLEGIBLE AND UNREADABLE FORMS OR SURVEYS WILL *NOT BE ACCEPTED***
- SUBMITTALS MUST BE PROVIDED TO THE BUILDING DEPARTMENT PRIOR TO THE ISSUANCE OF A BUILDING PERMIT TO THE PROPERTY OWNER FOR DEMOLITION WORK.

TOWN OF SMITHTOWN
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DEMOLITION REQUIREMENTS AND PROCEDURE FORM

IN REGARDS TO THE DEMOLITION OF A STRUCTURE WITHIN THE TOWN OF SMITHTOWN, THE FOLLOWING WILL APPLY:

1. CONSTRUCTION MATERIALS AND DEBRIS ***WILL NOT*** *BE* PERMITTED TO BE BURIED.
2. ALL FOUNDATION WALLS AND FOOTINGS ARE TO BE REMOVED IN THEIR ENTIRETY AND TO BE INSPECTED BY **THE TOWN OF SMITHTOWN BUILDING DEPARTMENT** PRIOR TO BACKFILLING.
3. ALL UNDERGROUND SANITARY AND DRY WELL SYSTEMS TO BE REMOVED IN THEIR ENTIRETY.
4. ALL DEPRESSIONS ON THE SITE CAUSED BY THE REMOVAL OF ANY MATERIAL MUST BE LEVELED OFF WITH CLEAN SUITABLE MATERIALS AS DETERMINED BY **THE TOWN OF SMITHTOWN ENGINEERING DEPARTMENT**.
5. ALL CONSTRUCTION MATERIAL AND DEBRIS MUST BE DELIVERED TO AN APPROVED CONSTRUCTION AND DEBRIS LAND FILL SITE AND A DEBRIS AFFIDAVIT MUST BE SUBMITTED TO **THE TOWN OF SMITHTOWN BUILDING DEPARTMENT** PRIOR TO THE ISSUANCE OF A CERTIFICATE AT THE COMPLETION OF THE PROJECT.

TOWN OF SMITHTOWN
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IF ASBESTOS IS PRESENT*
YOU MUST COMPLY WITH THE FOLLOWING

1. PRIOR TO DEMOLITION, DISASSEMBLY OR DISTURBANCE OF ANY FORM, OF ANY STRUCTURE, EQUIPMENT, MACHINERY OR DEBRIS OF ANY TYPE, ALL MATERIAL CONTAINING ASBESTOS SHALL BE REMOVED FROM THE SUBJECT PREMISES AND DISPOSED OF IN CONFORMANCE WITH ALL FEDERAL, STATE AND LOCAL LAWS, RULES AND REGULATIONS.
2. COPIES OF THE ASBESTOS HANDLING CERTIFICATE MUST BE SUBMITTED TO **THE BUILDING DIRECTOR OF THE TOWN OF SMITHTOWN** AND A SECOND COPY MUST BE POSTED AND DISPLAYED AT THE WORK SITE AT ALL TIMES, ALONG WITH THE DEMOLITION PERMIT AND PRIOR TO THE COMMENCEMENT OF ANY WORK.
3. PRIOR TO THE COMMENCEMENT OF ANY ASBESTOS ABATEMENT OR REMOVAL ACTIVITY, THE ASBESTOS HANDLING CONTRACTOR SHALL PROVIDE WRITTEN NOTICE TO **THE BUILDING DIRECTOR OF THE TOWN ON SMITHTOWN** INDICATING THE TIME AND DATE OF THE ACTIVITY AND NOTIFICATION SHALL BE NOT LESS THAN FIVE BUSINESS DAYS.
4. THE ASBESTOS HANDLING CONTRACTOR, SUPERVISOR (S) AND WORKER (S) *SHALL NOT* BE PERMITTED TO ENGAGE IN AN ASBESTOS PROJECT UNLESS THEY HAVE A VALID N.Y.S. ASBESTOS HANDLING CERTIFICATE ISSUED BY THE STATE COMMISSIONER OF LABOR.
5. THE ASBESTOS HANDLING CONTRACTOR SHALL SUBMIT TO **THE BUILDING DIRECTOR OF THE TOWN OF SMITHTOWN** THE NAME, ADDRESS AND EMERGENCY TELEPHONE NUMBER(S) OF A RESPONSIBLE INDIVIDUAL POSSESSING ALL APPLICABLE LICENSES AND PERMITS FOR THE HANDLING OF ASBESTOS. SAID INDIVIDUAL TO BE DIRECTLY RESPONSIBLE FOR THE MANAGEMENT OR OVERSIGHT OF THE PROJECT AND AVAILABLE ON A TWENTY-FOUR HOUR/PER DAY BASIS.
6. IF THE AIR SAMPLING/MONITORING IS REQUIRED BY FEDERAL OR STATE LAW OR REGULATION THEN TEST RESULTS SHALL BE SUBMITTED TO **THE BUILDING DIRECTOR OF THE TOWN OF SMITHTOWN**.
7. UPON COMPLETION OF THE ASBESTOS ABATEMENT PROJECT THE ASBESTOS HANDLING CONTRACTOR SHALL SUBMIT A CERTIFICATE TO **THE BUILDING DIRECTOR OF THE TOWN OF SMITHTOWN** THAT ALL WORK HAS BEEN COMPLETED IN ACCORDANCE WITH ALL APPLICABLE LAWS, RULES AND REGULATIONS. NO DEMOLITION, DISASSEMBLY OR DISTURBANCE OF ANY FORM OF ANY STRUCTURE (S) SHALL COMMENCE PRIOR TO THE CERTIFICATION BEING SUBMITTED.
8. UPON COMPLETION OF THE ASBESTOS ABATEMENT PROJECT THE ASBESTOS HANDLING CONTRACTOR SHALL SUBMIT, TO **THE BUILDING DIRECTOR OF THE TOWN OF SMITHTOWN**, A MANIFEST REFLECTING TRANSPORTATION AND DISPOSAL OF ALL ASBESTOS CONTAINING MATERIAL GENERATED BY THE ABATEMENT PROJECT HAVING BEEN TRANSPORTED AND DISPOSED OF IN CONFORMANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS, RULES AND REGULATIONS.

***As described in the asbestos survey report**