TOWN OF SMITHTOWN
BUILDING DEPARTMENT

THE FOLLOWING DOES NOT APPLY TO R-6 DISTRICT

REQUIREMENTS TO FILE FOR BUILDING PERMITS PROPOSED ADDITIONS & ALTERATIONS

- Two (2) notarized applications ***signed by the owner*** and completely filled out.
- Two (2) photocopies of survey (fax copies unacceptable)
- Four (4) photocopies of survey/plot plan showing addition with required setbacks.
- Three (3) sets of Architect's plans are required showing full compliance with all applicable NYS Residential Codes & Town of Smithtown Codes* which includes all structural applications regardless of the square feet. Non-structural alterations may also require Architect's signed and sealed plans. Must include **Energy calculations** and all ***electrical work***
- Three (3) sets of Plans (good working drawings to scale) applicable for sheds, decks, carports, gazebos & roof-over patios -
  PLANS ON BOND PAPER NO LARGER THAN 24" x 36" WITH A TITLE BOX
- Contractor's license (photo ID) and insurance (workers' comp/disability)** -***PHOTOCOPIES of certificates with Valid expiration date Suffolk County License – Contractors are not on file!***
- Homeowner's Exemption Affidavit
  ACCEPTABLE FOR DECKS, SHEDS, & MINOR ALTERATIONS ONLY
- Plumber & Electrician's Insurance (workers' comp/disability) and License (photo ID) ***PHOTOCOPIES of certificates with valid expiration date Contractors are not on file -Suffolk County Licenses***
- One copy of tax bill (and "contract of sale" for new owners)
- Excavation Affidavit
- Fee – Cash or check made out to "Town of Smithtown" (based on work being done)

CLEAR READABLE FAXES *WILL BE ACCEPTED* FOR CONTRACTORS' LICENSE & INSURANCE

After permits are issued you will be responsible to arrange the following inspections:

Building Department Inspections (all construction & plumbing) 360-7522 between 9:00AM-1: 00PM
Assessment Department Inspection – 360-7560 (exceptions include above-ground pools, aluminum/canvas awnings, aluminum sheds under 144 sq. ft. and outside basement entrances/stairways)
Electrical Inspection –Please ask for list of acceptable agencies

After drawings are reviewed, the Building Department **may require architect sealed plans*
***See insurance requirements*