

	NEW DWELLING	SITE WORK/CHANGE OF USE	COMMERCIAL	COMMERCIAL INTERIOR	EQUIPMENT	DEMOLITION	TANKS	
APPLICATION (notarized)	2	2	2	2	2	2	2	
SURVEY	6	3	3		3	3	3	
ARCHITECT SEALED PLANS	3		2*	2*	3			
* COMMERCIAL WORK ONLY INCLUDE DISC WITH PLANS (saved in tiff form) Include energy calculations & all electrical								
AFFIDAVIT FOR TRUSS TYPE CONSTRUCTION	Y							
<i>for Pre-engineered wood and/or Timber Construction</i>								
ENERGY CODE COMPLIANCE	3		3	3				
PLOT PLAN		Y	Y		Y	Y	Y	
LETTER OF INTENT/USE (SCOPE OF WORK)		Y	Y	Y	Y	Y	Y	
LETTER OF AUTHORIZATION (from PROPERTY OWNER)		Y	Y	Y	Y	Y	Y	
EXCAVATION AFFIDAVIT	Y	Y	Y		Y	Y	Y	
TAX BILL for new owners or proof of ownership	Y	Y	Y	Y	Y	Y	Y	
NEW DWELLINGS - Include Tax Bills for all parcels	Y							
ASBESTOS AFFIDAVIT						Y		
SUFFOLK HEALTH DEPT.	Y	Y	Y	Y			Y	
<i>Board of Health is required for any change of use or expansion of use that includes the sanitary system</i>								
CONTRACTOR'S/BUILDER'S INSURANCE **	Y	Y	Y	Y	Y	Y	Y	Y
<i>WORKER'S COMP, LIABILITY & DISABILITY</i>	Y	Y	Y	Y	Y	Y	Y	Y
PLUMBER'S PHOTO LIC. & INS.**	Y	Y	Y	Y	Y	Y	Y	Y
ELECTRICIAN'S PHOTO LIC. & INS.**	Y	Y	Y	Y	Y	Y	Y	Y
UTILITY DISCONNECT LETTERS						Y		
EXISTING LAYOUT(S)				Y				
DEPARTMENTAL APPROVALS								
PLANNING	Y	Y	Y					
ENGINEERING	Y	Y	Y					
HIGHWAY	Y	Y	Y					
SITE PLAN APPROVAL	Y	Y	Y		Y		Y	
FEE - CHECK or CASH	Y	Y	Y	Y	Y	Y	Y	
<i>Credit cards accepted with applicable fees</i>								
**ONLY CLEAR READABLE FAXES ACCEPTED								

**MUST SUBMIT PHOTO COPIES WITH VALID DATES IF NOT ON FILE