

# TOWN OF SMITHTOWN

## BUILDING DEPARTMENT

### PLUMBING & ELECTRIC ONLY *No Construction* PERMIT APPLICATION REQUIREMENTS

- Two (2) applications signed and notarized describing the work
- Copy of deed or Contract of Sale (“*proof of ownership*”) for new owners
- Two (2) copies of surveys indicating location of pressure test if applicable
- Copy of all Suffolk County Contractors’ Licenses (Photo ID)
- Copy of all insurance with valid expiration dates (Worker’s Compensation, Disability and Liability) \*
- Homeowners’ doing the work themselves need to provide the Certificate of Attestation of Exemption (CE-200) \*\*
- Excavation Affidavit for underground work
- Fee – *Cash or check payable to “Town of Smithtown”*

\*If not current and on file see [Insurance requirements](#)

Certificate Holder: Town of Smithtown

\*\*[https://www.buinessexpress.ny.gov/app/answers/cms/a\\_id/2263/kw/CE](https://www.buinessexpress.ny.gov/app/answers/cms/a_id/2263/kw/CE)

### **ADDITIONAL REQUIREMENTS FOR COMMERCIAL PERMITS**

*See instructions for commercial work*

- Must be submitted with a “Letter of Intent” and authorization from the property owner.
- Three sets of architect’s sealed plans *may* also be required with Commercial Applications.

### ***SUBMIT THE FOLLOWING TO RECEIVE A CERTIFICATE OF COMPLIANCE***

- Electrical certificate from approved agency
- Central Air Conditioning/HVAC\* requires a letter of certification from contractor
  - Residential - notarized letter
  - Commercial letter - PE or RA signed & sealed
- Assessors certificate – for Residential Central Air conditioning and Generators