

TOWN OF SMITHTOWN
BUILDING DEPARTMENT

THE FOLLOWING DOES NOT APPLY TO R-6 DISTRICT

RESIDENTIAL BUILDING PERMIT APPLICATION REQUIREMENTS

Proposed alterations, additions and accessory structures

- Two (2) notarized applications **signed by the owner** and completely filled out
- Three (3) copies of the property **survey** with drawing of the structure you are applying for showing setbacks from lot lines and distance from dwelling. If a plot plan is submitted, a copy of your property survey will be required.
- Three (3) sets of plans
 - **Architect's plans** showing full compliance with all applicable New York State Residential Codes and Town of Smithtown Ordinances. Include all structural applications regardless of the square feet. Non-structural alterations may also require Architect's signed and sealed plans and must include all **electrical work** and **Energy calculations**
 - **Good working drawings*** to scale for sheds, decks, carports, gazebos & roof-over patios
 - **Form/Affidavit for Truss type construction completed and signed** – Request form or download Truss Notice/Affidavit
- Suffolk Licenses (photo ID) and insurance (workers' comp/disability) ** for contractor, electrician and plumber if not current and on file. Photocopies or clear readable faxes with valid expiration dates
- Homeowners' doing the work need – Certificate of Attestation of Exemption (CE-200) ***
Acceptable for decks, sheds and minor alterations only
- Proof of ownership for new owners – deed or "contract of sale"
- Excavation Affidavit
- Fee due based on proposed work payable by cash or check made out to "Town of Smithtown"

AFTER PERMIT IS ISSUED YOU WILL BE RESPONSIBLE TO ARRANGE FOR THE FOLLOWING INSPECTIONS:

- **Building Department Inspections** (all construction & plumbing) 360-7522
- **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*

****https://www.businessexpress.ny.gov/ap/answers/cms/a_id/2263/kw/CE*