

TOWN OF SMITHTOWN BUILDING DEPARTMENT

FENCE PERMIT REQUIREMENTS

- Two (2) copies of application completely filled out, signed and notarized.
- Three (3) photocopies of property survey indicating location with type & height of fence
- **If new owner**, proof of ownership – example deed, contract of sale, etc.
- Contractor's Suffolk County license and insurance certificates with valid expiration dates
- Homeowners doing the work must submit a completed and signed Certificate of Attestation of exemption (CE-200*)
- Fee – cash or Check due with application
- **Existing fences** require 4/5 photos and additional fees

RETAINING WALL PERMIT REQUIREMENTS

All Retaining walls with an exposed height of 30" or more require a permit and approvals from both the Engineering & Building Department

Before a retaining wall is designed the applicant should contact the Engineering Department for requirements

Construction of Swimming Pools “Grading & Drainage Plan”

For anticipated vertical grade change of eighteen (18”) inches or more, contact the Engineering Department for determination on permit requirements

- Two (2) building permit applications signed & notarized indicating the length & height of retaining wall(s) and the **total square feet** of the retaining wall(s)
- Five (5) sets of plans (contact the Engineering Dept. for specifics on plans)
- Four (4) photocopies of property survey indicating location and height of retaining wall as well as distance to property lines
- Complete retaining wall chart “Table of Retaining Walls”
- **If new owner**, proof of ownership – example deed, contract of sale, etc.
- Contractor's Suffolk County license and insurance certificates with valid expiration dates
- Homeowners doing the work need -Certificate of Attestation of exemption (CE-200*)
- Excavation Affidavit
- Fee- Cash or check based on square feet of retaining wall (2)- due with application
- Existing retaining walls require 4/5 photographs and additional fees

The Building Department will accept a completed application. The applicant will be asked to hand-deliver four (4) of the retaining wall plans to the Engineering Department for review.

After Engineering’s review/approval, the Building Department Plans Examiner will review for issuance of a permit to build.

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CALCULATION OF RETAINING WALL SQUARE FOOTAGE TABLE

INSTRUCTIONS:

- 1. WALL LABEL:** Each wall or part of a wall is assigned its own label. These labels should correspond to walls labeled on the survey and/or plot plan with the same letter. If a wall is a stepped wall with multiple sections of different level heights, each section may be labeled separately with different letters and list corresponding information in table.
- 2. TOTAL LENGTH:** What is the horizontal length of each wall?
- 3. MINIMUM HEIGHT:** What is the lowest height of retaining wall?
- 4. MAXIMUM HEIGHT:** What is the highest height of retaining wall?
- 5. TOTAL SQUARE FOOTAGE:** Multiply HEIGHT x WALL LENGTH. If wall is a sloped wall, use average height of wall.
- 6. MINIMUM DISTANCE TO LOT LINES:** The minimum distance of retaining walls from all property lines shall be the height of the retaining wall or three feet, whichever is greater. List distances to applicable lot lines.

COMBINATION WALLS: Two or more walls count as one wall due to their proximity to each other if they do not meet the required setbacks noted above. For the purposes of calculating square footage of the wall, list each wall in a combination wall separately. To do this assign a number after the wall label.

For example, if you have two walls 4 foot each in height spaced 2 feet apart, this is a combination wall. Label first wall "A" and second wall "A1" and fill in the corresponding information on the table above. Combination walls sometimes need a variance due to combined height, distance to property lines and distances to fences.

TOWN OF SMITHTOWN BUILDING DEPARTMENT CALCULATION OF RETAINING WALL SQUARE FOOTAGE TABLE

PROPERTY ADDRESS: _____

SCTM#: _____

	WALL LABEL	TOTAL LENGTH	MINIMUM HEIGHT	MAXIMUM HEIGHT	TOTAL SQ. FT.	MIN. DISTANCE TO LOT LINE
EXAMPLE	X	10'-0"	3'-0"	3'-0"	30	7'-0"
	A					
	B					
	C					
	D					
	E					
	F					
	G					
	H					
	I					
	J					