

*Incorporated Village of Head of the Harbor*  
*500 North Country Road*  
*St. James, NY 11780*



**Building Department (631) 584-5602**  
**APPLICATION FOR BUILDING PERMIT**

**APPLICATION IS HEREBY MADE** to the Building Inspector of the Village of Head-of-the-Harbor for the approval of the detailed statement and plans herewith submitted for the construction of the buildings, additions, or alterations herein described.

The applicant agrees to comply with all provisions of the Building and Zoning Ordinances and with the provisions of all other laws and rules relating to the construction of said buildings, additions, or alterations, whether herein described or not.

(Official Use Only)			
District 801 Sec.	_____	Blk.	_____ Lot _____
Zoning District _____			
Fee \$	_____	Paid	_____ 20 _____
Bond \$	_____	Paid	_____ 20 _____
Permit No.	_____	Issued	_____ 20 _____
Foundation Inspection	_____		20 _____
(Note: Location Verification Survey Required)			
Plumbing Inspection	_____		
Framing Inspection	_____		
Final Inspection	_____		
Certificate of Occupancy Issued	_____		20 _____
Police	Clerk	Building Dept.	Tax Assessor

Owner of Property:  
 (Name) \_\_\_\_\_ (Tel. #) \_\_\_\_\_ (Fax) \_\_\_\_\_

(Address) \_\_\_\_\_ (preferred daytime phone #) \_\_\_\_\_

DATE LOT WAS OFFICIALLY FORMED \_\_\_\_\_

DATE LOT WAS ACQUIRED BY OWNER \_\_\_\_\_

FROM WHOM ACQUIRED (IF NOT IN FILED SUBDIVISION) \_\_\_\_\_

The person responsible for the supervision of the work insofar as the Building and village Zoning Ordinance apply is:  
 Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Architect _____	Address _____	Phone _____
Name of Builder _____	Address _____	Phone _____
Name of Mason _____	Address _____	Phone _____
Name of Plumber _____	Address _____	Phone _____

Survey Certifying Site Location by  
 Name of Surveyor \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

One-family dwelling	Construction of a new building*	Addition to a building
Attached garage	Installation of dock or bulk heading*	Alteration to a building
Accessory building	Moving of a building*	Installation of wall or fencing
Tree Removal	Changes to existing grades,	Installation of swimming pool
Other _____	affecting drainage from site*	Installation of a tennis court
	Demolition of a building*	Installation of retaining wall
	curb cuts*	Installation of plumbing
	subdivisions*	Roofing
		Driveway
ESTIMATE COST OF PROPOSED WORK \$ _____		Other _____

\* may require appropriate forms for the Planning Board –Site plan and/or subdivision applications.

## NO OCCUPANCY PERMITTED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY

Information pertinent to obtaining certificate of occupancy

- a. Final Inspection, Building Department Approval
- b. Submit a copy of a final survey indicating compliance with minimum zoning set back requirements (guaranteed to the Inc, Village of head of the Harbor)
- c. Submit a copy of laboratory water analysis.
- d. Submit county Board of Health Certificate on water supply and sewage disposal.
- e. Submit New York State Board of Fire Underwriters certificate, covering all electrical installations.
- f. Village approval of drainage provisions run off onto Village roads and/or adjoining property:

### WORKMEN'S COMPENSATION INSURANCE

Pursuant to Section 57 of the Workmen's Compensation Law a Certificate of Insurance on the Standard Form Approved by the Industrial Commissioner must be filed with this application covering all operations in connection therewith. If not filed with this application, a certificate will be furnished by \_\_\_\_\_ Policy No. \_\_\_\_\_  
Surety \_\_\_\_\_ Exp. Date \_\_\_\_\_.

### AFFIDAVIT

(Designate Capacity of Affiant)

State of New York  
County of Suffolk  
Village of Head of the Harbor

} SS.

The undersigned (Owner, Owner's Agent, Architect, Contractor) being duly sworn, says that the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the applicable ZONING ORDINANCE, BUILDING CONSTRUCTION CODE, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work is authorized by the owner.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_  
Owner, Owner's Agent, Architect, Contractor

\_\_\_\_\_  
Notary Public

### AFFIDAVIT

State of New York  
County of Suffolk  
Village of Head of the Harbor

} SS.

I, \_\_\_\_\_ Owner of the premises located at \_\_\_\_\_

Being duly sworn depose and say:

That the premises described herein will only be used as a one family dwelling, or other ( \_\_\_\_\_ )  
in accordance with the current Zoning Ordinance of the Incorporated Village of Head of the Harbor

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary Public