

MAYOR  
PAUL V. PONTIERI, JR.

DEPUTY MAYOR  
JOHN A. KRIEGER

VILLAGE CLERK  
PATRICIA M. SEAL



# INCORPORATED VILLAGE OF PATCHOGUE

TRUSTEES  
SUSAN BRINKMAN  
LORI B. DEVLIN  
SALVATORE P. FELICE  
THOMAS E. FERB  
JOSEPH E. KEYES, JR.

## BUILDING & PLUMBING PERMIT APPLICATION

Submit the original and two (2) copies of the following:

1. Application (application will not be accepted unless signed & notarized)
2. Survey with proposed construction drawn indicating dimensions, etc.

FOUR SETS of stamped plans for residential properties  
FIVE SETS of stamped plans for commercial properties

When using a contractor please supply:

1. Workman's Compensation Insurance
2. Certificate of Liability Insured to the Incorporated Village of Patchogue
3. Contractor's license number & phone number

Building/Plumbing permit fees to be determined and calculated by the Building Inspector upon review of plans.

*\*\* If work has commenced without a building permit, fees will be doubled \*\**

**PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY, IT WILL BE NECESSARY TO FURNISH THIS OFFICE WITH THE FOLLOWING.**

- Final construction and/or plumbing inspection by the Building Inspector
- Electrical Underwriter's Certificate when applicable
- Suffolk County Health approval when applicable
- Final survey when applicable



**New York State Law  
You Must Call 811  
Before You Dig**

**INCORPORATED VILLAGE OF PATCHOGUE**  
14 Baker Street, Patchogue, New York 11772  
(631) 475-4300

*Applicant Leave Blank*

Permit No.	_____
Permit Issued	_____
Permit Expires	_____
Zoning District	_____
Permit Fee	_____
Decision	_____
ZBA	_____
Pl.Bd.	_____
ARB	_____

**APPLICATION FOR BUILDING PERMIT**

Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**SECTION** \_\_\_\_\_ **BLOCK** \_\_\_\_\_ **LOT** \_\_\_\_\_ **DATE** \_\_\_\_\_

THIS APPLICATION MUST BE APPROVED AND PERMIT ISSUED BEFORE BEGINNING WORK

The undersigned hereby applies for a permit to do the following work which will be done in accordance with the description, plans, building and zoning specifications submitted, and such special conditions as may be indicated on the permit, and pursuant to the Workmen's Compensation laws of this State of New York and all other State and Federal laws, rules and regulations.

*Enclosures required are complete plans, specifications and survey.*

**PROPERTY ADDRESS:** \_\_\_\_\_ LOCATED BETWEEN \_\_\_\_\_ AND \_\_\_\_\_  
LOT SIZE \_\_\_\_\_ X LOT AREA \_\_\_\_\_ BUILDING SIZE \_\_\_\_\_ X \_\_\_\_\_

**PERMIT REQUESTED:**  
BUILDING \_\_\_\_\_ CERTIFICATE OF OCCUPANCY \_\_\_\_\_ CHANGE OF USE \_\_\_\_\_  
DEMOLITION \_\_\_\_\_ PLUMBING \_\_\_\_\_ PERMIT RENEWAL \_\_\_\_\_

**TYPE OF IMPROVEMENT:**  
NEW BUILDING \_\_\_\_\_ ADDITION/ALTERATION \_\_\_\_\_ SWIMMING POOL \_\_\_\_\_  
REPAIR (REPLACEMENT) \_\_\_\_\_ BULKHEAD (NEW, REPAIR) \_\_\_\_\_ OTHER \_\_\_\_\_  
FIRE ALARMS \_\_\_\_\_ OIL TANK REMOVAL \_\_\_\_\_

<b>OFFICE USE ONLY</b>
------------------------

**PROPOSED OR EXISTING USE- RESIDENTIAL:**  
ONE FAMILY \_\_\_\_\_ TWO FAMILY \_\_\_\_\_ APARTMENT BLDG. \_\_\_\_\_ TRANSIENT (HOTEL, MOTEL) \_\_\_\_\_  
GARAGE OR ACCESSORY STRUCTURE \_\_\_\_\_ OTHER (SPECIFY) \_\_\_\_\_

**NON-RESIDENTIAL:**  
INDUSTRIAL \_\_\_\_\_ OFFICE, BANK, PROFESSIONAL \_\_\_\_\_ STORES, MERCANTILE \_\_\_\_\_  
CHURCH, OTHER RELIGIOUS \_\_\_\_\_ HOSPITAL, INSTITUTIONAL \_\_\_\_\_ SCHOOL, LIBRARY \_\_\_\_\_  
AMUSEMENT, RECREATIONAL \_\_\_\_\_ PARKING GARAGE \_\_\_\_\_ SERVICE STATION, REPAIR \_\_\_\_\_  
TANKS, TOWERS \_\_\_\_\_ PUBLIC UTILITY \_\_\_\_\_ OTHER (SPECIFY) \_\_\_\_\_

**PROPOSED ACTIVITY:** \_\_\_\_\_  
**PROJECT COST:** TOTAL \_\_\_\_\_ BUILDING \_\_\_\_\_ SITE WORK \_\_\_\_\_ LAND \_\_\_\_\_  
**RESTRICTIONS:** Are there property covenants/conditions which would affect the development of this project? Yes \_\_\_\_\_ No \_\_\_\_\_  
**CONTRACTOR OR THE PERSON RESPONSIBLE FOR SUPERVISION OF WORK:** \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ License No. \_\_\_\_\_ Phone \_\_\_\_\_

**PLEASE READ THE FOLLOWING STATEMENTS AND SIGN:**  
I, \_\_\_\_\_ hereby certify that I have received, read and understand all of the enclosed instructions regarding the Building Permit Application for the Village of Patchogue and have filled this application out to the best of my ability.

I am fully informed that it is a violation of the Ordinances of the Village of Patchogue to occupy the dwelling to be erected on this property until a Certificate of Occupancy shall have been issued by the Village Building Inspector.

All proposed work to be done on the described premises and all provisions of the Building Code and Zoning Ordinance 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 before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signature \_\_\_\_\_ (Owner, Owner's Agent, Architect, Contractor)

(Notary Public, Suffolk County, New York)

## PLUMBING PERMIT APPLICATION

Total Number of Fixtures	Basement	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	3 <sup>rd</sup> Floor
Water Clos.				
Lavatories				
Tub/Shower				
Sink				
Fut. Outlets				
Other Fixtures				

\_\_\_\_\_ Heat  
 \_\_\_\_\_ Air Conditioning  
 \_\_\_\_\_ Pub. Water  
 \_\_\_\_\_ Dom. Hot Water  
 \_\_\_\_\_ Well Water  
 \_\_\_\_\_ Spinkler  
 \_\_\_\_\_ Solar Collector

**NOTES:**

1. Permit must be obtained before work begins.
2. During construction, the site under construction must be kept free from unfastened amounts of litter & refuse.
3. All permits subject to applicable federal, state, county and local laws and regulations.

\_\_\_\_\_  
**Signature of Contractor-Plumber**

County Home Improvement License #: \_\_\_\_\_

Sworn to before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

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

\_\_\_\_\_  
**Signature of Property Owner**

Sworn to before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

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

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The following inspections will be required for all permits. It is the property owner's responsibility to schedule all inspections with the Village of Patchogue's Building Department at 475-4300. Please note, that there will be a 1 hour window for all inspection appointments.

- FOOTINGS
- FOUNDATION
- FRAMING
- STRAPPING
- PLUMBING
- ELECTRICAL
- INSULATION
- FINAL INSPECTION

A rough and final electrical inspection must be conducted by a licensed electrical underwriter and an Underwriters Certificate must be obtained and presented to the Building Inspector at the final inspection. *No Certificate of Occupancy or Certificate of Compliance will be issued without an Underwriters Certificate.*

When Suffolk County Health Department approval is required, *No Certificate of Occupancy or Certificate of Compliance will be issued without an Underwriters Certificate.*

**I have read the inspection requirements and understand that it is my responsibility to contact the Village of Patchogue Building Department for all required inspections.**

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

## REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION PLANS

New York State has adopted a new set of building codes entitled, "The Building Code of the State of New York State" which will be in full effect as of January 1, 2003. The new code consists of several volumes that may be purchased by contacting the International Council of Building Officials (ICBO) at 1-800-284-4406. All applications submitted after January 1 must be designed in accordance with this code. It is required that an approved set of plans be on the construction site for all stages of construction. **If these approved plans are not on site, the inspector may be forced to re-schedule your inspect.**

All building in the Village of Patchogue are located in a 110 mph wind zone and must be designed in accordance with one of the following reference manuals:

1. American Forest and Paper Association (AP & PA) **Wood Frame**

**Construction Manual for One and Two Family Dwellings** [www.awc.org/](http://www.awc.org/)

2. Southern Building Code Congress **International Standard for Hurricane**

**Resistant Residential Construction** [www.sbcci.org/](http://www.sbcci.org/)

3. American Society of Civil Engineers, **Minimum Design Loads for**

**Buildings and Other Structures** [www.asce.org/](http://www.asce.org/)

All buildings within one mile of the ocean and bay are also in a Wind-Borne Debris region and glazed openings on the structures must be protected with glass meeting the large missile test certification or with structural shutters with attached hardware as required by the code. (Code Section 1609.1.4)

**A full code analysis must be submitted on each set of plans.**

**This analysis must contain the following information:**

1. Reference standard that was utilized in the design of the structure.
2. Floor area of each story and garage.
3. Design load calculations including live, dead, snow, seismic and wind (including uplift) and code conformance.
4. Window and door schedule showing conformance with emergency escape requirements and missile test requirement if applicable.
5. Energy calculations and required statement from design professional.
6. Nailing schedule for all structural elements and roof shingles.
7. Location of smoke detectors and carbon monoxide detector.

**The following details must also be submitted on each set of plans:**

1. All clips, straps and foundation anchorings that required.
2. All structural elements including columns, girders, joists, lintels, headers, wall and roof framing with dimensional lumber and engineered lumber sizes.
3. Load paths from roof to foundation.
4. Truss design drawings with calculations and attachment details.
5. Structural shutter and hardware design details if applicable.
6. Plumbing riser diagram.



NYS BOARD OF REAL PROPERTY SERVICES

RP-421-f-Ins (9/08)

INSTRUCTIONS FOR APPLICATION FOR REAL PROPERTY TAX EXEMPTION FOR CAPITAL IMPROVEMENTS TO RESIDENTIAL PROPERTY (Real Property Tax Law, Section 421-f)

AUTHORIZATION FOR EXEMPTION:

Section 421-f of the Real Property Tax Law authorizes a partial exemption from real property taxation of the increase in assessed value attributable to reconstruction, alterations or improvements made to residential property. Counties, cities (other than New York City), towns and villages may hold public hearings and then adopt local laws granting the exemption. School districts, other than those in the cities of New York, Buffalo, Rochester, Syracuse and Yonkers, have the option to pass a resolution providing that the exemption applies to school taxes.

Where it is adopted, the exemption applies to taxes and special ad valorem levies; the exemption does not apply to special assessments.

ELIGIBILITY FOR EXEMPTION:

Section 421-f sets forth several exemption criteria:

- 1. The property for which exemption is sought must be a one or two family residence (question 4).
2. The greater portion of the residence (as measured by square footage) after the capital improvement must be at least five years old (question 5).
3. The capital improvement must be commenced after the date the local law or resolution is enacted (question 6).
4. Unless limited by the local law, the exemption applies to reconstruction, alterations or improvements; it does not apply to ordinary maintenance or repairs. Describe the capital improvement in question 7.
5. The value of such reconstruction, alteration or improvement must exceed the sum of \$3,000 (question 8). Attach documentation (e.g., construction contract, building permit, receipted bills) to support the cost of capital improvement.

The exemption is limited to \$80,000 in increased market value although a municipality may reduce such maximum; any additional value attributable to the new construction is not eligible for the exemption. The market value of the new construction is calculated by dividing the increase in assessed value attributable to the new construction by the latest State equalization rate or special equalization rate, unless such rate is 95 percent or more, in which case the increased assessed value will be deemed to equal the market value. In Nassau County, the class one ratio is to be used to determine the market value of the improvement.

Unless limited by local law or resolution, the value of an improvement qualifying for exemption should receive the following exemption percentages:

Table with 2 columns: Year and Exemption Percentage. Values range from 100% for year 1 to 12.5% for year 8.

**AUTHORIZED LIMITATIONS:**

The local law or resolution may limit the maximum value of an improvement which may receive exemption to an amount less than the statutorily prescribed \$80,000, but not less than \$5,000.

The percentage of exemption may be reduced. This means that the percentage of exemption otherwise allowed in any of the eight years listed above may be equal to or less than the State authorized percentage. For example, the local law or resolution could provide for an exemption of 75 percent for three years, followed by an exemption of 37.5 percent for three years. An exemption of 37.5 percent for eight years would not be allowable since that would exceed the State limit in years seven and eight.

The State law applies to "reconstruction, alterations or improvements," but the local law or resolution may limit the exemption to specific forms of reconstruction, alteration or improvement. The exemption also may be limited only to improvements which prevent physical deterioration of the existing structure or which bring it into compliance with applicable building, sanitary, health or fire codes.

**FILING APPLICATION:**

Application should be filed with the city or town assessor. Application for exemption from village taxes in villages should be filed with the assessor who prepares the assessment roll used in levying village taxes. In Nassau County, application for exemption from county, town or school district taxes should be filed with Nassau County Board of Assessors. In Tompkins County, application for exemption from county, city, town, village or school district taxes should be filed with the Tompkins County Division of Assessment.

**TIME OF FILING APPLICATION:**

The application must be filed in the assessor's office on or before the appropriate taxable status date. In towns preparing their assessment roll in accordance with the schedule provided by the Real Property Tax Law, the taxable status is March 1. In towns in Nassau County, the taxable status date is January 2. Westchester County towns have either a May 1 or June 1 taxable status date; contact the assessor. In villages and cities, the taxable status dates vary, and the appropriate assessor should be consulted for the correct date.

Once the exemption has been granted, it is not necessary to reapply for the exemption after the initial year in order for the exemption to continue. There is no need to reapply in subsequent years, but if the property ceases to be used primarily for residential purposes, or if title to the property is transferred to persons other than the heirs or distributees of the owner, the exemption is terminated. The exemption will automatically be recalculated in any year in which there is a change in level of assessment for the final assessment roll of 15 percent or more. No local law or resolution may repeal or reduce an exemption granted pursuant to section 421-f until expiration of the period of that exemption.



NYS DEPARTMENT OF TAXATION & FINANCE RP-421-f (1/95)  
 OFFICE OF REAL PROPERTY TAX SERVICES

APPLICATION FOR REAL PROPERTY TAX EXEMPTION FOR CAPITAL  
 IMPROVEMENTS TO RESIDENTIAL PROPERTY  
 (Real Property Tax Law, Section 421-f)

(Instructions for completing this form are contained in Form RP-421-f-Ins)

1. Name and telephone no. of owner(s)

2. Mailing address of owner(s)

\_\_\_\_\_  
 \_\_\_\_\_  
 Day No. ( ) \_\_\_\_\_  
 Evening No. ( ) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Location of property (see instructions)

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 School District

\_\_\_\_\_  
 City/Town

\_\_\_\_\_  
 Village (if any)

Property identification (see tax bill or assessment roll)

Tax map number or section/block/lot \_\_\_\_\_

4. Property for which exemption is sought is a \_\_\_one family/\_\_\_two family residence. (check one)

5. a. Square footage of residence without improvement \_\_\_\_\_ square feet

b. Square footage of residence with improvement \_\_\_\_\_ square feet

c. As measured by square footage in question 5b, is more than one-half of the residence  
 at least five years old? \_\_\_yes \_\_\_no

6. a. Date of commencement of construction of improvement \_\_\_\_\_

b. Date completed (attach copy of certification of occupancy or other documentation of  
 completion) \_\_\_\_\_

7. Describe the improvement for which exemption is sought (attach additional sheets if  
 necessary).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Cost of improvement: \$ \_\_\_\_\_ (supply documentation)



**Certification**

I, \_\_\_\_\_, hereby certify that the information on this application and any accompanying papers constitute a true statement of fact.

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

\_\_\_\_\_  
Date

-----**FOR ASSESSOR'S USE**-----

- 1. Date application filed: \_\_\_\_\_
- 2. Applicable taxable status date: \_\_\_\_\_
- 3. Action on application: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved (Reason):  
\_\_\_\_\_

4. Assessed valuation of parcel including improvement: \$ \_\_\_\_\_

5. Assessed valuation of parcel excluding improvement: \$ \_\_\_\_\_

6. Assessed valuation of improvement eligible for exemption: \$ \_\_\_\_\_\*  
(4. minus 5.)

\*This figure is the "exemption base" and must be recalculated in any year in which there is a change in level of assessment of 15 percent.

	Percent Amount	Dollar Amount
City/Town	_____%	\$ _____
Village	_____%	\$ _____
School District	_____%	\$ _____
County	_____%	\$ _____

\_\_\_\_\_  
Assessor's signature

\_\_\_\_\_  
Date

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## CERTIFICATE OF OCCUPANCY CHECKLIST

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Suffolk County Tax Map No.: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Prior to the issuance of a Certificate of Occupancy or a Certificate of Compliance, it will be necessary to furnish this office with the following:

- Final Building Inspection from Building Inspector
- Final Plumbing Inspection from Building Inspector
- Copy of Final Survey (if applicable)
- Electrical Certificate
- Suffolk County Health Department Final Approval
- Final Approval from Fire Marshal
- Village Highway Department Approval
- Completion of Sewer if Applicable

*This form must be handed in with your building permit application.*

**THIS IS A VIOLATION OF THE PATCHOGUE VILLAGE CODE  
TO OCCUPY A BUILDING WITHOUT A CERTIFICATE OF OCCUPANCY**



# VILLAGE OF PATCHOGUE

## BUILDING/HOUSING DEPARTMENT

14 BAKER STREET, PATCHOGUE, NEW YORK 11772 (631) 475-4300

### NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES

(In accordance with Title 19 NYCRR PART 1265)

OWNER OF PROPERTY, SUBJECT PROPERTY ADDRESS AND TAX MAP NUMBER:

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PLEASE TAKE NOTICE THAT THE (CHECK ALL THAT APPLY):

- New Residential Structure
- Addition to Existing Residential Structure
- Rehabilitation to Existing Residential Structure

TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCE ABOVE WILL UTILIZE  
(check each applicable line):

- Truss Type Construction (TT)
- Pre-Engineered Wood Construction (PW)
- Timber Construction (TC)

IN THE FOLLOWING LOCATION(S) (CHECK APPLICABLE LINE):

- Floor Framing, Including Girders and Beams (F)
- Roof Framing (R)
- Floor Framing and Roof Framing (FR)

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

CAPACITY (Check One):  Owner  Owner's Representative

← 6" DIAMETER →

REFLECTIVE RED  
PANTONE #187

REFLECTIVE WHITE

The construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS

↔  
1/2"  
STROKE

**DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS TYPE CONSTRUCTION**



<b>"F"</b>	<b>FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS</b>
<b>"R"</b>	<b>ROOF FRAMING</b>
<b>"FR"</b>	<b>FLOOR AND ROOF FRAMING</b>