



TOWN OF SHELTER ISLAND
Building Department
38 North Ferry Road, P.O. Box 970
Shelter Island, New York 11964

Reed Karen: Principal Building Inspector
Brett Polshuk: Senior Building Inspector
Michael DeSanctis: Building Inspector

Tel: (631) 749-0772
www.shelterislandtown.gov

BUILDING PERMIT APPLICATION INSTRUCTIONS

- 1) **Application must be completed and submitted, with two (2) sets of stamped plans 1/4" scaled, stamped by architect or engineer, to the Building Department and must include *with submission* the area in sq. ft. of each floor including basement & attic contained within outside perimeter of building must be included. ie: the total foot print of each floor.***
- 2) **One Digital set of stamped plans, with survey, (DEC, SCHD, WNW) all jurisdictions and building permit application, owner authorization & all contact information in DIGITAL PDF FORMAT to be emailed to memcgayhey@shelterislandtown.gov**
- 3) **NO INCOMPLETE applications will be accepted. If DEC permit/letter of non-jurisdiction, Suffolk County Dept. of Health, or West Neck Water District Approval is required, it must be submitted at the time the application is made.**
- 4) **Survey of premises must accompany application for all permits. At the discretion of the Building Department staff, survey requirement may be waived for repairs or interior work which does not affect the setbacks.
Survey (scaled no more than 50' to the inch) must show all existing structures and any planned improvements, all setback dimensions must be indicated.
Updated survey will be required BEFORE a Certificate of Occupancy or Completion can be issued. A topographical survey, including flood zone boundaries, will be required for all new construction, waterfront and or low-lying properties will be required for all new construction, waterfront and or low-lying properties.**
- 5) **Work covered under this application may not commence before the issuance of a Building Permit.**

- 6) Upon approval of this application, the Building Inspector will issue a Building Permit to the applicant; such permit shall be kept on the premises and available for inspection throughout the process of the work.**
- 7) During the course of construction, the owner and or contractor is responsible for contacting the Building Department to arrange for the necessary inspections at each stage of construction. SEE ATTACHED PAGE 5.**

****Each inspection must be conducted BEFORE work proceeds to the next level. In the case of non-compliance to Code standards, any and all defects must be corrected BEFORE work can proceed to the next stage. Failure to obtain necessary inspections may result in the issuance of a Stop Work Order.**

- 8) No building shall be occupied or used, in whole or in part, for any purpose whatsoever until a Certificate of Occupancy has been issued by the Building Department.**

- 9) Street #'s must be visibly posted on the property before the issuance of a CO**

10) It is the duty of the owner to determine which restrictions and covenants, if any, affect the premises. The issuance of a Building Permit does not constitute a waiver of any private restrictions or covenants affecting the premises.

11) A 10 ft.' vegetative buffer must be maintained around all new construction where possible.

- 12) All new construction must be designed to keep water run-off on the property.**



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Fax (631) 749-9305

APPLICATION FOR BUILDING PERMIT

Owner.....

Address..... Phone#.....

Nature of work to be performed.....

.....

.....

Occupancy Classification.....

Estimated cost of construction.....

Contractor.....

Contractor's address.....

Location of premises on which work will be performed:

District/Section/Block/Lot 0700--.....-..... Zone.....

Street address.....

Distance from Property Line:Setbacks: FY..... SY.....

SY..... RY.....

Application is hereby made to the Building Department for the issuance of a permit pursuant to the Building Ordinance of the Town of Shelter Island, County of Suffolk, New York and all other applicable laws, ordinances, or regulations for the construction of buildings, additions, alterations, etc., or for the removal of demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances, and regulations.

***The applicant agrees that by signing this form, they are responsible for closing this permit and obtaining a Certificate of Occupancy or Completion including all documents required for the Certificate.*

Signature of applicant.....

Date..... Email: _____

Home Improvement License #.....

Electrical License #.....

Plumbing License #.....

Type of Heat Used.....

Type of Fuel Used.....

Permit Fee.....



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Authorization Form for Homeowner

To: Building Department – Town of Shelter Island

Please be advised that I am giving my authorization for _____
of _____ to fill out any necessary applications for building
permits for my property located at _____, Shelter Island, NY.

Owner Signature

“The Owner agrees that by signing this form the Owner is responsible for obtaining a Certificate of Occupancy for this project prior to occupying and/or using the structure. The Owner may make private arrangements for the Contractor to obtain a Certificate of Occupancy on the owner’s behalf, but the owner may not occupy the structure until the Owner has a Certificate of Occupancy.

******NOTARIZATION REQUIRED**

Owner Signature



Required Inspections on your construction project

- 1. Footings formed, steel in place (if required), ready for concrete.**
- 2. Foundation wall forms in place, steel in place (if required), ready for concrete.**
- 3. Stripped forms, waterproofing installed (if required) before backfill.
Footing drains (if required)**
- 4. Framing**
- 5. Strapping**
- 6. Rough Plumbing (supply under pressure, air or water-filled, waste/vents filled with either water or air (@5 lbs.))**
- 7. Rough Electric * Underwriter Inspection also required. Ask your electrician.**
- 8. Insulation. Note: All R-values must match RES-check & Building Dept. approved drawings**
- 9. Gas Line rough-in (under pressure)**
- 10. Final Inspection**

In addition, your permit may have special conditions noted that may require additional inspections, such as a foundation survey to insure correct placement, flagging or silt fence placement, and various other conditions. Please reference these special conditions as listed on your permit, as a job stoppage may result from missing or incomplete conditions>

All equipment placed in the yard outside of the structure may require separate permits, such as HVAC or generators. These units must also comply with setback requirements.

If you have any questions, or you are not sure of what your responsibilities are, please call the Building Department for further clarification



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401.3 Certificate. A permanent certificate shall be posted on or in the electrical distribution panel. The certificate shall not cover or obstruct visibility of the circuit directory label, service disconnect label or other required labels. The certificate shall be completed by the builder or registered design professional. The certificate shall list the predominant R-values of insulation installed in or on the ceiling, roof, wall, foundation (slab, basement wall, crawl space wall and or floor) and ducts outside conditioned spaces; U-factors for fenestration.

Where there is more than one value for each component, the certificate shall list the value covering the largest area. This certificate shall list the types and efficiencies of heating, cooling and service water heating equipment. Where a gas-fired unvented room heater, electric furnace, and or baseboard electric heater is installed in the residence, the certificate shall list “gas-fired unvented room heater”, “electric furnace”, or “baseboard electric heater” as appropriate. An efficiency shall not be listed for gas-fired unvented room heaters, electric furnaces, or electric baseboard heaters.

New York State Residential Building Energy Standards

This certificate is for projects with permits applied for after December 28, 2010

Property address (street #, town, zip code) _____ Project description

Construction start date _____ Construction completion date _____ Foundation type

R-_____ @ Basement/crawl Space walls _____ Depth of basement insulation (ft) R-_____ sloped ceilings
R-_____ Under slab (at grade)* R-_____ Floors over unheated spaces R-_____ Flat ceilings
R-_____ Perimeter slab edge R-_____ Above grade walls U-_____ Skylights ___ NFRC ___ Default
U-_____ Windows ___ NFRC ___ Default U-_____ Doors ___ NFRC ___ Default

Note: NFRC means the U-factor found on the manufacturer's label. Default values are used if the product is missing a manufacturer's label. In this case, Default U-factor shall be determined in accordance with Tables 303.1.3(1) and 303.1.3(2) of the 2016 ECCCNY

Equipment sizing: Heating and cooling equipment sized as per ACCA Manual "J" ___ Yes ___ No

Building Envelope complies with: ___ Section 402.4.1.2 Test Result _____ **OR**
_____ Section 402.4.1.3, Table 402.4.1.1 (All applicable provisions have been inspected and verified)

Central Air Conditioning Efficiency: _____ % ___ SEER

Ventilation System: ___ Exhaust ___ Supply ___ Balanced

Ventilation Air Flow _____ % ___ Rated ___ Balanced

Other Energy Features _____

Code-Compliance Method Used:

Prescriptive method

___ Book (see Chapter 4 of the 2016 ECCCNY) ___ NY RES check Maximum UA _____ Your UA _____

Total UA alternative method. ___ Home Energy rating Rating score _____

___ RES check (see www.energycodes.gov/rescheck for the NY version) Rated by _____

NOTE: For further instructions on Code Compliance Methods, see the Department of State Energy Code website @ www.dos.ny.gov/dcea/energy_serv.html. Compliance paths are codified in the 2016 ECCCNY, §101.5

I certify to _____ (Owner) that the above information is correct and that the premises listed HAVE been constructed in accordance with the NYS Energy Conservation Construction code.

Signature _____ Company Name

Print Name _____ Phone Number _____ Date

See 2016 ECCCNY, Chapter 4, Section 401.3 for visibility and placement requirements for this certificate

*Slab edge and under slab insulation is not required when the slab is >2'0" below finished grade in CDZ 4

Allowable holes in a bearing/exterior wall

Notching:

R602.6: Any stud in an exterior wall or bearing partition shall be permitted to be cut or notched to a depth NOT exceeding 25% of it's width.

2x4 stud = .875"

2x6 stud = 1.375

Drilling:

Any stud shall be permitted to be bored or drilled, provided that the diameter of the resulting hole is not more than 60% of the stud width, and not within 5/8" of the edge of the stud, and not in the same section of any notch.

2x4 stud= 2.1"

2x6 stud= 3.3"

Any stud drilled more than 40% and up to the allowable 60% shall be doubled with not more than 2 successive double studs bored.

Allowable holes in an interior non-bearing wall

Notching:

Notch must not exceed 40% of the stud depth.

Drilling:

Bored holes must not exceed 60% of the stud width and not within 5/8" of the edge of the stud, and not in the same section of any notch.

Cuts/notches in a top plate

Any hole/notch of more than 50% requires that a strap, 1.5" wide and 6" longer than the hole is applied to both sides of the top plate with not less than 8- 10d nails on each side