



**TOWN OF RIVERHEAD  
BUILDING DEPARTMENT**

201 Howell Avenue  
Riverhead, NY 11901

[www.riverheadli.com](http://www.riverheadli.com)

Leroy E. Barnes, Jr.  
***Building Department Administrator***

Sharon E. Klos  
*Building Permits Coordinator*

Richard P. Podlas  
*Building Inspector*

Richard E. Gadzinski  
*Electrical Inspector*

Jack Wherry  
*Inspector*

***DEMOLITION PERMIT REQUIREMENTS***

1. Two (2) page building permit application, signed and notarized;
2. Disclosure Affidavit (signed and notarize);
3. Survey showing location of all structures on the premise;
4. LIPA disconnect notice required where demolition is involved;
5. Town of Riverhead water turn off / cap letter, where applicable;
6. Town of Riverhead Sewer Department turn off / cap letter, when applicable;
7. An asbestos abatement letter is required pursuant to Section 241.10 of the NYS Labor Law;
8. Inspections and/or Certificates of Compliance vary, depending on type of demolitions. Please contact this office for further details.
9. Process of application begins when the fee is received;
10. Fees as follows: \$60.00 for a structure of 1,000 sq ft. or less and \$95.00 for a structure over 1,000 sq. ft.

Any questions, please feel free to call at (631) 727-3200 Ext. 266, 268, 283  
Fax: 631-208-8039



# APPLICATION FOR BUILDING & ZONING PERMIT

Town of Riverhead  
Suffolk County, New York

Tax Map # \_\_\_\_\_  
Section Block Lot

Application No. \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Permit No. \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Permit Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_ Zoning District: \_\_\_\_\_ Disapproved Zoning: \_\_\_\_\_

Approved By: \_\_\_\_\_ Building Fee: \$ \_\_\_\_\_ Electrical Fee: \$ \_\_\_\_\_ Receipt: \_\_\_\_\_

All information BELOW to be filled out by APPLICANT: A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK. This Application is to be submitted ACCOMPANIED by BUILDING PLANS DRAWN TO SCALE IN DUPLICATE, showing elevations, floor plans, run and size of joists, rafters, girders, details of footings and foundation, schematic of plumbing and electrical layouts and grade and species of lumber and quality of all material where applicable.

THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY)

First name Last name Business Name

Street No. Street Name Hamlet

Property Location of Proposed Work

( ) - ( ) - ( )  
Phone Contact Fax Number Cellular Number

Street No. Street Name Town State Zip

Mailing Address (if different from property location):

The person responsible for the supervision of the work insofar as the Building Code and the Zoning Ordinance apply is: CONTACT PERSON (if different from owner)

First name Last name

Street No. Street Name Town State Zip

( ) - ( ) - ( )  
Phone Number Fax Number Cellular Number

- Residential Est. of Value \$ \_\_\_\_\_
- Commercial Est. of Value \$ \_\_\_\_\_
- Accessory Structure \_\_\_\_\_ (describe)
- Addition
- Alteration
- Condo
- Deck
- Bulkhead / Dock
- Miscellaneous \_\_\_\_\_ (Describe)
- \_\_\_\_\_ Car Attached / Detached Garage
- Mobile/Modular Home
- Demolition
- Single Family Residence
- New Commercial Structure
- Swimming Pool
- Excavation/Land Clearing: Approx. \_\_\_\_\_ cubic yards to be removed.
- Agriculture Worker Housing
- Use Permit \_\_\_\_\_ (describe)

Pool Specifications (if applicable)

- In-Ground  Above Ground  Hot Tub / SPA
- Pool Heater  Propane  Natural Gas  Oil Fired

# APPLICATION FOR BUILDING & ZONING PERMIT

Tax Map # \_\_\_\_\_  
Section Block Lot

Please Describe Project and/or Special Conditions:

ZONING SPECIFICATIONS. Fill in for new building, or addition to existing building or a change of occupancy. Indicate on the PLOT PLAN IN TRIPPLICATE, street names, the location and size of the property, the location, size and setbacks of proposed buildings and the location of all existing building. Show proposed building(s) in dotted line and existing building(s) in solid line.

Proposed building \_\_\_\_\_ sq.ft.

Second (2nd) Floor \_\_\_\_\_ sq.ft.

Size of proposed addition \_\_\_\_\_ sq.ft.

Garage \_\_\_\_\_ sq.ft.

Ground floor \_\_\_\_\_ sq.ft.

Height (from grade to ridge) \_\_\_\_\_ ft.

No#. of Bedrooms \_\_\_\_\_

Impervious Surface \_\_\_\_\_ %

**Electrician:**

\_\_\_\_\_  
Company Name License #

\_\_\_\_\_  
Street No. Street Name Town State Zip

**Plumber:**

\_\_\_\_\_  
Company Name License #

\_\_\_\_\_  
Street No. Street Name Town State Zip

**Home Imp:**

\_\_\_\_\_  
Company Name License #

\_\_\_\_\_  
Street No. Street Name Town State Zip

Note: All distances are net, as measured from property line to nearest part of building.

**All work must be in compliance with the New York State Fire Prevention & Building Construction**

## AFFIDAVIT

Town of Riverhead)  
County of Suffolk) s.s.  
State of New York)

I swear that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the BUILDING CODE, THE ZONING ORDINANCE, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work and inspections are authorized by the owner.

Sworn to me before this \_\_\_\_\_ day Signature \_\_\_\_\_  
of \_\_\_\_\_, \_\_\_\_\_ Owner's Agent, Architect

\_\_\_\_\_  
Notary Public, Suffolk County, New York)

**READ THIS DOCUMENT CAREFULLY  
YOU MAY CONSULT YOUR ATTORNEY BEFORE COMPLETING.**

**DISCLOSURE AFFIDAVIT**

*Check here if not applicable  
(i.e., you have no relative working for the Town of Riverhead.)  
and please sign below before a notary public.*

STATE OF NEW YORK)

SS:

COUNTY OF SUFFOLK)

I, \_\_\_\_\_ an applicant for  
the following relief: \_\_\_\_\_ and being duly  
(Type of Permit)  
sworn, deposes and says:

That I make and complete this affidavit under the penalty of perjury and swear to the truth thereof; that I understand that this affidavit is required by Section 809 of the GENERAL MUNICIPAL LAW and that a knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state; that

\_\_\_\_\_ is a State Officer, is an officer or employee of Riverhead  
(Name of relative)

***That this person has an interest in the person, partnership or association requesting the above stated relief.***

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he, his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them.

- a. is an applicant,
- b. is an officer, director, partner or employee of the applicant,
- c. legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association, applicant, or
- d. is a party to an agreement with such an application, express or implied whereby he may receive any payment or other benefit, whether or not for services rendered, dependant or contingent upon the favorable approval of such application, petition or request.
- e. That ownership of less than five (5) per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purpose of this section.

\_\_\_\_\_  
(Signature)

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

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

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

## ***Building Department***

ZB NO. \_\_\_\_\_ 4 MONTH EXP. \_\_\_\_\_ 18 MONTH EXP. \_\_\_\_\_

### ***INSPECTION & CERTIFICATE OF OCCUPANCY INFORMATION SHEET***

An inspection must be made by the Building Department within four (4) months. Applicant must notify the Building Department for inspections. Construction must be completed and certificate of occupancy must be obtained within eighteen (18) months.

THE FOLLOWING INSPECTIONS ARE REQUIRED. **THREE DAY NOTICE FOR INSPECTIONS IS NECESSARY.**

- 1<sup>st</sup> Inspection: Foundation before backfill (must be damp proofed where applicable). Footings for decks.
- 2<sup>nd</sup> Inspection: Under slab plumbing, perimeter insulation, and slab preparation before slab is poured.
- 3<sup>rd</sup> Inspection: Sill plates fastened to foundation.
- 4<sup>th</sup> Inspection: Strapping
- 5<sup>th</sup> Inspection: Sheathing
- 6<sup>th</sup> Inspection: Ice / weather shield protection.
- 7<sup>th</sup> Inspection: Framing before insulation is applied (includes rough wiring / plumbing) must have air & water test.
- 8<sup>th</sup> Inspection: Inspection of rough wiring by Town's electrical inspector.
- 9<sup>th</sup> Inspection: Insulation
- 10<sup>th</sup> Inspection: Sheetrock (fire rated) on both sides of garage walls, inside of house & inside of garage.
- 11<sup>th</sup> Inspection: The finished building / electrical inspections (ready for occupancy) all construction completed.

After the required inspections are made, a CERTIFICATE OF OCCUPANCY must be applied for prior to occupying the subject building(s). The following documents are required to be submitted after all of the work is complete:

- Final Survey (by licensed surveyor) when applicable.
- Electrical Inspectors final Certificate of compliance (issued by the Town of Riverhead Electrical Inspector).
- Suffolk County Health Department Approval (if required and/or necessary).
- Plumbers Affidavit of lead content (if required and/or necessary)
- Planning Department fees receipt, when required.
- Final inspection and certificate of compliance by the Fire Marshal (when applicable).
- Approvals from Department of Environmental Conservation and Conservation Advisory Council when applicable, (i.e., when proposed construction is within 150 feet of the boundary of tidal waters, tidal wetlands, freshwater wetlands, natural drainage systems, or other watercourses)

***The submission of the above required documents for a Certificate of Occupancy is considered the "Application".***

**The Certificate of Occupancy will be issued after a processing period of at least Seventy-two hours (72) from the time all of the required documents are submitted to this office.**

No building may be used or occupied in whole or in part, until a CERTIFICATE OF OCCUPANCY shall have been issued by the Building Inspector. (ALL NEW CONSTRUCTION)

No building enlarged, extended or altered, or upon which work has been performed, which required a building permit, shall be occupied or used more than THIRTY (30) DAYS after completion, unless a CERTIFICATE OF OCCUPANCY shall have been issued by the Building Inspector. (All additions, alterations, etc.)

All debris created by LAND CLEARING and during CONSTRUCTION must be removed from the property. No debris is to be used in backfill of footings and foundation or is to be buried.

***The owner/contractor is responsible for all drainage and flooding issues as provided by Section 52-6 (l) of the Town Code.***

***The person responsible for this site must call in for all inspections listed above.***

Signature: \_\_\_\_\_

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