

VILLAGE OF SHOREHAM
Building Department
Suffolk County, NY

CONSTRUCTION – BUILDING INSPECTIONS:

Physical inspections are required for all projects where a building permit has been issued. You are required to give at least 72 hours notice for an inspection. Please review the inspection list on form VS-19 (08/14) in its entirety.

NOTE: When no site work, excavation, footing, foundations etc., takes place, all inspections may not be applicable. Please contact the Village Clerk's Office to schedule an inspection. You may call, fax or email. Please include the permit #, address of the project and type of inspection.

Office Phone: 631-821-0680

FAX: 631-821-4102

E-Mail: clerk@shorehamvillage.org

Be advised that no additional work may proceed until a required inspection is marked “approved”. A failed inspection will detail deficiencies. A failed inspection will require re-inspection. A failed inspection shall result in an additional inspection fee(s) of \$100.00.

Please be advised that based upon the specifics of any given project additional inspections not listed, may be required. In such cases you will be notified by the Office of the Building Commissioner.

ISSUANCE OF A CERTIFICATE OF OCCUPANCY OR A CERTIFICATE OF COMPLIANCE:

Please review the list of documents on form VS-20 (08/14) you will need to submit when the project is complete and all inspections are approved for issuance of a Certificate of Occupancy for a new home or, for an alteration, extension, or new building on an existing lot or, for a Certificate of Compliance for an Accessory Structure. (forms are enclosed)

Please be advised that pursuant to the Village’s Zoning Ordinances and Local Laws, “no premises may be occupied for any purpose whatsoever until a Certificate of Occupancy has been issued”.

Please be further advised that pursuant to the Village’s Zoning Ordinances and Local Laws, penalties for failing to obtain a Certificate of Occupancy include imprisonment and/or fines.

NOTE: Final paperwork for Certificate of Occupancy or Compliance must be submitted at one time and must be submitted before the permit expires in order to avoid a renewal fee. Prior to the issuance of the

Certificate all fees and any additional expenses incurred and payable to the Village of Shoreham must be paid in full. All correspondence from applicant must have the building permit number recorded on documents.

Incorporated Village of Shoreham
80 Woodville Rd. Box 389
Shoreham NY 11786
www.shorehamvillage.org

VS-18 (08/14)

VILLAGE OF SHOREHAM

Building Department

Suffolk County, NY

REQUIRED INSPECTIONS FOR CONSTRUCTION – BUILDING PROJECTS

P: 1) Topographical clearing, preliminary site work, excavation - (trees cutting, grading etc.)

B: 2) Footing & Foundation Wall Inspection - after footing: & foundation construction, damp proofing and prior to backfill.

NOTE: When plans call for steel in any concrete work, a separate inspection is required prior to the pouring of concrete.

NOTE: When a concrete retaining wall calls for a footing an inspection of the footing is required prior to pouring the concrete.

P: 3) Drywells and lines to dry wells, catch basins etc, (prior to back filling)

B: 4) Underground Plumbing - after underground plumbing and water lines have been installed and prior to slab installation.

NOTE: Includes any underground storage tanks, gas lines etc., prior to back filling.

B: 5) Tie Down/Strapping Inspection - inspector must see all tie downs and strapping prior to covering.

B: 6) Rough Framing and Plumbing Inspection - after framing has been completed and all mechanical (plumbing, electrical and HVAC) have been installed. Windows, stairs & exterior siding must be installed. **NOTE:** Gas line pressure test is required.

B: 7) Rough Electrical Inspection - performed prior to installation of drywall: **No closed wall inspections** (This inspection is performed by an independent agency and a certificate of approval must be posted to a window at the front of the building).

B: 8) Insulation Inspection - after all insulation is installed and prior to installation of drywall.

B: 9) Final Electrical Inspection - When all electrical work has been completed (This inspection is performed by an independent agency).

B: 10) Final Building and Plumbing Inspection — after all construction has been completed.

NOTE: Includes compliance with determinations of Design Review Board.

P: 11) Final Inspection - For compliance with grading, storm water runoff, retaining walls, driveways, curb cuts etc.

NOTE: P:11 may be included with B:10 above.

Some inspections may not be applicable to all projects.
Some inspections may, as circumstances warrant, be completed at the same time.

Incorporated Village of Shoreham
80 Woodville Rd. Box 389
Shoreham NY 11786
www.shorehamvillage.org

VS-5 (08/14)

VILLAGE OF SHOREHAM
Building Department
Suffolk County, NY

ISSUANCE OF A CERTIFICATE OF OCCUPANCY (with required forms)

Prior to issuance of Certificate of Occupancy; and before the Building Permit expires; the Office of Building Commissioner must be furnished with the following:

1. Copy of Final (as built) Survey prepared by licensed surveyor, all structures must be labeled with dimensions. The Suffolk County Tax Map Number must be on the survey. The survey must include the location of the sanitary system, any subterraneous storage tanks, gas lines, electrical lines, water lines, location of driveways, walkways, retaining walls and fences detailing all setbacks and distances.
2. Original certificate by certified electrical inspector with rough & final inspection dates, the permit # and/or the section-block-lot # entered on the certificate by the issuing company.
3. Debris Affidavit
4. Original Certificate of Assessment issued by Tax Assessor
5. Final Original Certification Issued by Suffolk County Health Department (when required)
6. Final Original Certification from Village Planning Department (when required)
7. Final Village Department of Public Works approval (when required)
8. Final approval from wetlands and/or Historic (when required)
9. Final approval of Village Coastal Erosion and/or DEC (when required)
10. HERS Rating Certificate, Demonstrating Compliance with Code (when required)
11. Solder Certification and Anti-Scald Certification
12. Gas Supply Line Test Certification (when required)

13. Fee paid to Incorporated Village of Shoreham for Certificate of Occupancy or Compliance.

Final paperwork for Certificate of Occupancy must be submitted at one time and must be submitted before the permit expires in order to avoid a renewal fee. Prior to the issuance of the Certificate of Occupancy, all fees and any additional expenses incurred and payable to the Village of Shoreham must be paid in full. All correspondence from applicant must have permit number recorded on documents.

ISSUANCE OF A CERTIFICATE OF COMPLIANCE

To be determined by the Village Building Department.

Incorporated Village of Shoreham
80 Woodville Rd. Box 389 Shoreham
NY 11786

www.shorehamvillage.org

VS-20 (08/14)

VILLAGE OF SHOREHAM Building Department Suffolk County, NY

DEBRIS REMOVAL AFFIDAVIT

Building Permit No. _____

Date: _____

STATE OF NEW YORK) COUNTY OF SUFFOLK)
) s s. :

I, the undersigned applicant for work performed under the Permit referenced herein being duly sworn deposes and says that:

1. No construction debris of any kind has been buried on the property site.
2. No hazardous material of any kind has been buried on the property site.
3. No trees, brush, or cuttings have been buried on the property site.
4. All debris of every kind has been removed from the property site and has been legally disposed of.

_____, being duly sworn deposes, says and declares under the penalty of perjury that I am the Owner of the property described in the within application, and that no other person, entity of mortgagee except those disclosed in this application has an interest in the subject property and that I personally filled in the above information, certify its accuracy and agree to abide by the statements in agreement I make herein.

Owner Name (Printed) _____

Signature _____

On this ____ day of _____ 20____, before me personally appeared _____

_____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual, or person upon behalf of which the individual acted, executed the instrument.

Public

Notary

VS-11 (08/14)

VILLAGE OF SHOREHAM
Building Department
Suffolk County, NY

SOLDER CERTIFICATION AND ANTI-SCALD CERTIFICATION

Building Permit No. _____

Date: _____

(Please type or print)

Address: _____

Owner: _____

Plumber: _____

[☐] I certify that the solder used in the water supply and distribution system contains less than 2/10 of 1% lead as required in section 605.15.3 of the Plumbing Code of New York State.

[☐] I certify that the water distribution system was installed without the use of any soldered joints.

[☐] I certify that I installed an anti-scald and/or thermal shock preventing device at all bathing and/or showering fixtures in conformance with section 424.4 of the Plumbing Code of New York State to mitigate the potential hazards due to shower valves that allowed surges of high temperature water to flow from the showerhead.

Please Check One:

[☐] I certify I am the licensed plumber (License # _____) that installed all of the plumbing for the above referenced building permit.

[] I certify I am the homeowner and I personally installed all the plumbing for the above referenced building permit.*

* Applicable only for one & two family dwellings. (Not for Commercial use.)

I _____, affirm that all information provided in this document is true and factual. I acknowledge that false statements made herein are punishable as a Class "A" misdemeanor pursuant to Section 210.45 of the Penal Law.

Plumber or Homeowner Signature _____

State of New York, County of _____

On this ____ day of _____, 20 _____, before me came _____, to me known to be the individual described in and who executed the forgoing instrument, and acknowledged that he/she executed the same.

Notary Public
VS-24/08/14)

LPG SUPPLY LINE INSTALLATION CERTIFICATION

To: **INCORPORATED VILLAGE OF SHOREHAM:** Permit #: _____ Date: _____

Applicant: (LPG Installation Company) _____

Applicant Address: _____

Applicant E-mail: _____ Applicant Phone: _____

Plumber: [] Same as Applicant (above) [] Other (specify): _____

Plumber Address: _____ Phone: _____ Plumber License #: _____

Installation Address: _____

Property Owner: _____ SCTM: Dist _____ Sec _____ Blk _____ Lot _____

Type of LPG Tank: _____ Hydrostatic Date: _____ Number of Tanks: _____

Capacity (Gallons- H2O): _____ [] New Installation [] Existing Installation [] Above Grade [] Below Grade

Piping Construction / Size: _____ Support (Foundation) Type: _____

Check Combustion Appliance(s) Installed:

[] Heating Equipment [] Hot Water Heater [] Fireplace/Insert [] Free-standing Stove [] Pool Heater

[] Kitchen/Oven Stove [] Clothes Dryer [] Other (specify): _____

STATE OF NEW YORK)

COUNTY OF SUFFOLK) s s. :

I, _____ being duly sworn depose, say and certify under the penalties of perjury that I am a licensed plumber and that I installed all gas supply lines for the above referenced premises in

connection with the application to install Liquid Petroleum Gas (LPG) with which this **LPG SUPPLY LINE INSTALLATION CERTIFICATION** is being submitted. I further certify that pressure testing was conducted by me, or under my direct supervision, and that the results thereof, as indicated on this document, are true and accurate.

Plumber's Signature Date

On this ____ day of _____, 20____, before me personally appeared _____
to me known to be the individual described in the within instrument and acknowledged that he/she executed the
same in his/her capacity and that by his/her signature on the instrument, executed the instrument.

Notary Public

=====

Test Pressure_____ **Test Duration**_____ **Results:**

(08/14)

VS-22

PLOT PLAN FOR LPG INSTALLATION

This Plot Plan form is submitted with form VS-21(08/14) in all LPG permit applications where a survey/site plan prepared by a licensed professional is not submitted.

INCORPORATED VILLAGE OF SHOREHAM: Permit #: _____ Date: _____

Applicant: (LPG Installation Company) _____

Property Owner: _____ SCTM: Dist____ Sec____ Blk____ Lot____

Type of LPG Tank:_____ Hydrostatic Date:_____ Number of Tanks: _____

Capacity (Gallons- H2O): _____ [] New Installation [] Existing Installation [] Above Grade [] Below Grade

Piping Construction / Size: _____ Support (Foundation) Type: _____

=====

Site Plan Drawing: Below show structure(s) tank location(s), distances to structure openings (windows, doors, appliance vents etc.), property lines, roads, driveways, potential sources of ignition, and all electrical devices/outlets and appliances. Please note the scale to which this drawing is measured.

=====

VS-23 (08/14)

VILLAGE OF SHOREHAM
Building Department
Suffolk County, NY

CERTIFICATE OF ASSESSMENT

Permit Number: _____

Permit Date: _____

SCTM Number: District 0207 Section _____ Block _____ Lot(s) _____

Address:

Owner

Name:

Mailing

Address:

=====

On this ____ day of _____, 20____, I _____

Tax Assessor of the Incorporated Village of Shoreham have been advised by the Village Building Commissioner that all work at the above address under the above referenced Building Permit number has been completed and the applicant will apply for a Certificate of Occupancy for said premises. The office of Village Tax Assessor has been advised and will adjust the tax records for the subject property accordingly.

Tax Assessor, Incorporated Village of Shoreham

VS-21 (08/14)