



**Incorporated Village of Muttontown**  
**BUILDING DEPARTMENT**  
 One 'Raz' Tafuro Way  
 Muttontown, New York 11791  
 Phone: (516) 364-6314  
 muttontownny.gov

OFFICE USE ONLY	
<b>Review Date:</b>	<b>By:</b>
<input type="checkbox"/> SARB <input type="checkbox"/> BZA <input type="checkbox"/> PB <input type="checkbox"/> BOT <input type="checkbox"/> NCFM	
<input type="checkbox"/> NCDOH <input type="checkbox"/> Village Engineer <input type="checkbox"/> Tree Removal	

# BUILDING PERMIT APPLICATION

<b>APPLICANT</b>	<b>Date</b>	<b>Applicant Name</b>	<b>Email</b>
	<b>Relationship to Project</b> (If other than Owner, Owner shall provide letter of consent for agent)		<b>Contact Phone No.</b>
	<input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Designer <input type="checkbox"/> Agent <input type="checkbox"/> Other:		(   )

<b>PROPERTY INFORMATION</b>	<b>Owner, Tenant or Business Name</b>	<b>Property Address</b>	<b>Phone No.</b>	<b>Email</b>
	<b>City</b>	<b>Zip Code</b>	<b>Section / Block / Lot</b>	<b>Zone: A-1 A-2 A-3 E-3 E-5 EDD</b>
	<b>Acres</b>	<b>Lot area sf</b>	<b>Type of Road</b>	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial
	<input type="checkbox"/> Village <input type="checkbox"/> Private <input type="checkbox"/> County <input type="checkbox"/> State			<b>Comm. Type:</b>

<b>TYPE OF STRUCTURE</b>	<b>Scope of Work</b> (all structures with an (*) are considered accessory structures)					
	<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Portico *	<input type="checkbox"/> Covered Porch *	<input type="checkbox"/> Cabana *	<input type="checkbox"/> Water Fall *	<input type="checkbox"/> Solar Panels
	<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Pavilion *	<input type="checkbox"/> Wood Deck *	<input type="checkbox"/> Gazebo *	<input type="checkbox"/> Sports Ct. *	<input type="checkbox"/> Fencing
	<input type="checkbox"/> Interior Alteration	<input type="checkbox"/> Open Trellis *	<input type="checkbox"/> Patio *	<input type="checkbox"/> Pool/Spa *	<input type="checkbox"/> Ent. Piers/Gates	<input type="checkbox"/> Ret. Walls
	<input type="checkbox"/> Sanitary System	<input type="checkbox"/> Open Porch *	<input type="checkbox"/> Shed *	<input type="checkbox"/> Pond *	<input type="checkbox"/> Walkways	<input type="checkbox"/> Driveway
	<input type="checkbox"/> Drainage	<input type="checkbox"/> Detached Garage *	<input type="checkbox"/> Putting Green *	<input type="checkbox"/> Fountain *	<input type="checkbox"/> Other _____ <input type="checkbox"/> Siding/Roof	
<b>Description:</b>						

<b>PROJECT INFORMATION</b>	<b>Dwelling, Additions, Interior SF Areas:</b>	<b>Miscellaneous: (FSF &amp; SF areas)</b>	<b>Total Cost of Construction: \$</b>
	1 <sup>st</sup> 2 <sup>nd</sup> Garage:	<b>Siding FSF:</b> <b>Roof SF:</b>	<b>FEES: Calculated and paid upon submission*</b>
	<b>Portico:</b> <b>FY Porch:</b> <b>RY Porch:</b>	<b>Fence:</b> <b>Hgt:</b>	<b>Const. w/in 100' of wetlands?</b> <input type="checkbox"/> yes <input type="checkbox"/> no
	<b>Stoops:</b> <b>Walkways:</b> <b>Driveway:</b>	<b>Ret. walls:</b> <b>Hgt:</b>	<b>Tree Removal</b> <input type="checkbox"/> yes <input type="checkbox"/> no (req. tree app)
	<b>Finished Bsmt:</b> <b>Bsmt. Entry:</b>	<b>Steep Slopes</b> <input type="checkbox"/> yes <input type="checkbox"/> no	<b>~ Commercial Projects ~</b>
	<b># of bath rooms:</b> $\frac{1}{2}$ bath:                      full bath:	<b>Built Prior</b> <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Public Assembly <input type="checkbox"/> Office <input type="checkbox"/> Education
	<b>Accessory Structures</b> (cabana, patios, pool, shed etc.)	<b>Variance Req.</b> <input type="checkbox"/> yes <input type="checkbox"/> no	<b>Fire Sprinklers:</b> <input type="checkbox"/> yes <input type="checkbox"/> no
<b>Type:</b> <b>sf:</b>	<b># of Drywells:</b>	<b>Application sent to Fire Marshal:</b> <input type="checkbox"/> yes <input type="checkbox"/> no	

<b>RESPONSIBLE PARTIES</b> (as applicable)	<b>Architect / Engineer</b>	<b>Address</b>	<b>City</b>	<b>Zip Code</b>
		<b>Email</b>	<b>Phone Number</b>	
			(   )	
	<b>General Contractor</b>	<b>Address</b>	<b>City</b>	<b>Zip Code</b>
	<b>Email</b>	<b>Phone Number</b>		
		(   )		

\*Permit fees are due at time of application submission. For those applications requiring SARB, Site Plan, or Zoning Board, a non-refundable fee equal to 50% of the total fees due and owing for the application are due upfront. The remaining 50% of the application fees shall be paid in full upon permit issuance. No permit shall be issued until all fees are duly paid.

# AFFIDAVIT OF PROPERTY OWNER

*The Owner by making and filing this application, hereby authorizes the Building Inspector, or any Deputy, to enter upon Owner's premises during reasonable hours, including Sundays, to inspect the exterior and interior of all structures which are the subject of this application.*

**1. If Agent is filing this application, a notarized letter from the Owner shall be submitted authorizing such agent to act as the Owner representative.**

I \_\_\_\_\_ being duly sworn, state that to the best of my knowledge, and belief 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 Village Zoning and Building Code, the New York State Building Code, and all other laws pertaining to the proposed work shall be complied with.

Signature \_\_\_\_\_  
Property Owner or Agent

Sworn to before me this

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

\_\_\_\_\_  
(Notary Public, New York)