

# Town of Long Island



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**BUILDING PERMIT APPLICATION#** \_\_\_\_\_

**LOT#** \_\_\_\_\_ **ZONE** \_\_\_\_\_ **LOT SIZE** \_\_\_\_\_ **STREET LOCATION** \_\_\_\_\_

**OWNER/APPLICANT** \_\_\_\_\_

**OWNER/APPLICANT ADDRESS** \_\_\_\_\_

**TELEPHONE HOME** \_\_\_\_\_ **WORK** \_\_\_\_\_ **CELL** \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE WORK** \_\_\_\_\_ **CELL** \_\_\_\_\_ **JOB SITE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**APPLICATION TYPE**

\_\_\_\_\_ **NEW PRINCIPAL STRUCTURE**      \_\_\_\_\_ **ADDITION**      \_\_\_\_\_ **RELOCATION**

\_\_\_\_\_ **NEW ACCESSORY STRUCTURE**      \_\_\_\_\_ **ALTERATION**      \_\_\_\_\_ **REPLACEMENT**

\_\_\_\_\_ **REPAIR**

**PROJECT DESCRIPTION (BRIEF EXPLANATION OF WORK TO BE DONE):**

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

**DIMENSIONS OF PROPOSED STRUCTURE** \_\_\_\_\_

**PROPOSED FOUNDATION TYPE:**

\_\_\_\_\_ **FULL 10'**      \_\_\_\_\_ **FULL 8'**      \_\_\_\_\_ **4' FROST WALL**      \_\_\_\_\_ **PIER**      \_\_\_\_\_ **SLAB**

**SETBACKS OF PROPOSED STRUCTURES (MUST BE SHOWN ON "REQUIRED" SITE PLAN)**

**FRONT** \_\_\_\_\_ **FT**      **SIDES** \_\_\_\_\_ **FT/** \_\_\_\_\_ **FT**      **REAR** \_\_\_\_\_ **FT**

**BUILDING HEIGHT**

THE VERTICAL DISTANCE FROM THE AVERAGE ORIGINAL GRADE TO THE TOP OF THE HIGHEST ROOF BEAMS OF A FLAT ROOF, OR TO THE MEAN LEVEL OF THE HIGHEST GABLE OR SLOPE OF GABLE OR HIP ROOF. (MAX 35' ALLOWED)

EXISTING STRUCTURES \_\_\_\_\_ FT

PROPOSED STRUCTURES \_\_\_\_\_ FT

**FOR STRUCTURES TO BE OCCUPIED OR FOR AN INCREASE IN THE # OF BEDROOMS TO BE SERVICED BY PRIVATE SEPTIC SYSTEM:**

# OF EXISTING BEDROOMS \_\_\_\_\_

# OF ADDITIONAL BEDROOMS \_\_\_\_\_

**CEO PERMIT CHECKLIST:**

SEASONAL CONVERSION	_____ YES	_____ NO
SEPTIC REVIEW NEEDED	_____ YES	_____ NO
SEPTIC DESIGN NEEDED	_____ YES	_____ NO
EXISTING LOT COVERAGE	_____	OVER ON COVERAGE _____ YES _____ NO

NO BUILDING HEREAFTER ERECTED SHALL BE OCCUPIED OR USED, IN WHOLE OR IN PART, UNTIL A CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN ISSUED BY THE CODE ENFORCEMENT OFFICER.

MINIMUM OF THREE INSPECTION REQUIRED FOR ALL CONSTRUCTION WORK.

1. FOUNDATIONS (FOOTINGS, WALLS, DRAINAGE, WATER PLUG)
2. FRAMING (PRIOR TO COVERING STRUCTURAL MEMBERS)
3. FINAL INSPECTION BEFORE OCCUPANCY

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING AND SHORELAND CONSTRUCTION MAY REQUIRE MAINE DEP PERMIT

THIS PERMIT APPLICATION DOES NOT PRECLUDE THE APPLICANT(S) FROM MEETING APPLICABLE STATE AND FEDERAL RULES.

**THIS PERMIT WILL BE COME NULL AND VOID IF CONSTRUCTION IS NOT STARTED WITHIN SIX MONTHS OF PERMIT ISSUE DATE.**

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY, OR THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS THEIR AGENT. I AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION. IN ADDITION, IF THIS PERMIT IS ISSUED, I CERTIFY THAT THE CODE OFFICIAL OR HIS REPRESENTATIVE SHALL HAVE THE AUTHORITY TO ENTER ALL AREAS COVERED BY SUCH PERMIT AT ANY REASONABLE HOUR FOR THE PURPOSES OF INSPECTING SAID WORK.

PRINTED NAME \_\_\_\_\_ OWNER/AUTHORIZED AGENT

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
OWNER / AUTHORIZED AGENT

APPROVED BY CODE ENFORCEMENT OFFICER \_\_\_\_\_ YES \_\_\_\_\_ NO

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

ESTIMATED COST INCLUDING MATERIALS & LABOR \$ \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_ PAID: CASH \_\_\_\_\_ CHECK# \_\_\_\_\_  
(SEE PAGE 4 FOR PERMIT FEE SCHEDULE)

**APPLICATIONS FOR PERMITS MUST BE ACCOMPANIED BY THE FOLLOWING:**

A site plan drawn to an indicated scale and showing the location and dimensions of all buildings to be erected, the sewage disposal system, driveways and turnarounds, and abutting lot and street lines. The site plan shall accurately represent the relationship between any proposed building or structure or addition to an existing building and all property lines to demonstrate compliance with setback requirements of the Ordinance. If there is any doubt as to the location of a property line on the ground or if the Code Enforcement Officer cannot confirm that all setback requirements are met from the information provided, the Code Enforcement Officer may require the applicant to provide a boundary survey or mortgage inspection plan.

**SITE PLAN**



**LONG ISLAND BUILDING PERMIT FEE SCHEDULE  
EFFECTIVE: MAY 9, 2009**

**I. Construction work:**

New construction – entire area: **.30/per sq. ft.**

Minimum permit fee: **\$30.00**

Any other construction (ex. dormer, alterations, etc.): Fee will be based upon \$30.00 minimum for 1<sup>st</sup> \$1,000 - \$6.00 per \$1,000 additional – according to a total cost of materials and labor.

Belated Fee: **Double permit fee**

Amendments to permit

Up to \$2,000 of cost **\$30.00**

Over \$2,000 of cost **\$30.00**

**+ \$6.00 per every \$1,000 of total cost**

**II. Fees for specific items:**

A. Change of use permit: **\$60.00**

B. Demolitions: **\$30.00 – 1<sup>st</sup> \$1,000**  
**+ \$6.00 per every \$1,000 of total cost**

C. Moving building: **\$30.00 – 1<sup>st</sup> \$1,000**  
**+ \$6.00 per every \$1,000 of total cost**

**III. Fees in lieu of cost of work:**

A. Signs: **\$30.00**

B. Tanks: **\$50.00**  
propane gas, gasoline, fuel oil (300 gallons or more)  
Removal: **\$15.00**

C. Parking lots: **\$110.00**

D. Fire alarms  
& Sprinkler Systems: **\$ 30.00**

**Except as otherwise provided herein, permit fees shall be based upon estimated total cost of materials and labor at the rate of \$30.00 minimum for 1<sup>st</sup> \$1,000 - \$6.00 per \$1,000 additional, for any other structure altered, constructed or demolished.**

REVISED 06/09