

Alterations & Structures

A Building Permit is required for the construction, alteration, moving, repair, and modification, demolition, in whole or in part or the change of use of any building or structure.

Filing Instructions. The following items must be submitted to file for alterations to a building or structure:

1. Two (2) Completed Building Permit Application (87-01). Application forms should be filled out in their entirety and must be signed by the property owner and notarized (NOT by the lessee).
2. Four (4) recent complete surveys by a licensed land surveyor, showing the plot and all existing buildings and structures.
3. One (1) copy of a recent tax bill, showing Section, Block and Lot.
4. Four (4) copies of Plot Plan. (see Instructions)
5. Four (4) sets of Construction Drawings. (See Below).
6. Certificate of Worker's Compensation (Use form C-105.2 or U-26.3 as applicable).
7. Copy of Suffolk County Home Improvement License Photo ID

Construction Drawings. The application shall be accompanied by structural drawings, prepared in a standard architectural manner to scale of not less than one quarter of an inch to one foot. (Blue or Black Line Type Prints made from original tracings are required.) The drawings shall include a foundation plan, floor plan, cross sections, elevations, and necessary details to the following items must be submitted:

1. Completely describe the proposed work.
2. All symbols used on drawings to describe methods or materials etc. are to be standard architectural symbols.
3. In cases where the proposed work exceeds the limits set forth in NYS Education Law, Section 7302, the Seal and Signature of a Licensed Architect or Professional Engineer will be required on the drawings.

Foundation Plans. Foundation plans shall include the following minimum information:

1. Size of footing.
2. Size and material of foundation walls.
3. Size and location of column or pier footings.
4. Size, material and spacing of columns or piers.
5. Size and material of girders.
6. Size, spacing and direction of joists above.
7. Size and spacing of anchor bolts.
8. Access to, and ventilation for, crawl spaces or cellars.
9. Thickness of concrete floor slabs.

In the case of one story frame structures where the first floor is a concrete slab on earth, and the floor slab is poured monolithically with the foundation walls, trench footings will be permitted.

In cases where a crawl space or cellar is provided, a "tee" or spread footing will be required.

In all cases, footing sizes must be proportioned to uniformly distribute the imposed loads.

In areas where unusual soil conditions are suspected, a test boring may be required to justify the proposed foundation design.

Floor Plans. Floor plans shall include the following:

1. Size and use of all rooms.
2. Size and location of all openings in exterior walls so that available light and ventilation can be determined.
3. In the case of additions to existing dwellings, indicate method for supplying light and ventilation to existing rooms that may be cut off by the proposed addition.
4. Size and swing of all doors.
5. Size and material of all headers and lintels.
6. Size, spacing and direction of joists above.
7. Indicate load bearing partitions.
8. Section cut lines.

Sections and Details. The drawings shall include the necessary cross or longitudinal sections and details to fully illustrate the proposed construction. The sections shall indicate the following:

1. Size and material of all members shown.
2. Floor to ceiling height, depth of crawl spaces, and depth of footings below finished grade.
3. Roof pitch, expressed as a proportion of rise to run.
4. Location and type of bridging.
5. The line along which the section was taken shall be indicated on the floor plan.

Details. Unusual framing methods are to be illustrated by detailed drawings. Laminated or compound structural members are to be fully detailed. Trusses or trussed rafters shall be accompanied by a stress diagram and computations. Fireplace chimney details shall include a plan, section, and elevation. The area of the flue must be proportioned to the hearth opening in accordance with generally accepted standards. A minimum of eight inches (8") of masonry is required between the flue and wood frame. No framing will be permitted to bear on the masonry of the chimney.

Second Story Additions. Where a second story, full double dormer or full single dormer are to be erected above an existing dwelling, the plans shall include a first floor layout and cellar plan of the existing building, in addition to the drawings of the proposed construction. The plans of the existing conditions may be prepared at one-eighth inch to one foot (1/8" to 1'-0") scale and shall indicate the location of bearing partitions, size of girders, and the location, size and spacing of existing columns or piers. A full double dormer and a full single dormer, for the purpose of this section shall be defined as, in excess of fifty percent (50%) of the existing roof line.

General Notes. Notes on the drawings shall include information on the following:

1. Assumed soil bearing capacity.
2. Maximum permitted fiber stresses for all structural materials used.
3. Any information that will aid in interpretation of the drawing.
4. **Plans shall demonstrate compliance with the requirements of the NYS Energy Construction Code.**