



Incorporated Village of Lloyd Harbor
BUILDING DEPARTMENT
 32 Middle Hollow Road
 Lloyd Harbor, New York 11743
 Phone: (631) 549-2640

OFFICE USE ONLY

Review Date:	By:
<input type="checkbox"/> PB <input type="checkbox"/> BZA <input type="checkbox"/> PRB <input type="checkbox"/> Sub <input type="checkbox"/> BOT <input type="checkbox"/> DEC <input type="checkbox"/> USACE	
<input type="checkbox"/> SCDOH <input type="checkbox"/> Village Engineer <input type="checkbox"/> Tree Removal	
Permit Fee: \$	

*** SEE LIGHTING LAW AFFIDAVIT ON BACK SIDE

2025 BUILDING PERMIT APPLICATION

APPLICANT	Date	Applicant Name	Email
	Relationship to Project (If other than Owner, Owner shall provide letter of consent for agent)		
<input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Designer <input type="checkbox"/> Agent <input type="checkbox"/> Other:			()

PROPERTY INFORMATION	Owner	Project Address			Phone No.
					()
	City	Zip Code	Section / Block / Lot	Flood Plain District	COD 1 or COD 2
					<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> X <input type="checkbox"/> AE <input type="checkbox"/> VE
No. of Acres	Acre sq. ft. area	Zone A-1 or A-2	Current Water Service		
			<input type="checkbox"/> Well <input type="checkbox"/> City (location of well shall be indicated on survey)		

TYPE OF STRUCTURE	Scope of Work (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"/> Gazebo *	<input type="checkbox"/> Fencing/Walls	<input type="checkbox"/> Bulkhead
	<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Pavilion *	<input type="checkbox"/> Wood Deck *	<input type="checkbox"/> Sports Ct. *	<input type="checkbox"/> Retaining Walls	<input type="checkbox"/> BBQ Kiosk
	<input type="checkbox"/> Interior Alteration	<input type="checkbox"/> Open Trellis *	<input type="checkbox"/> Patio *	<input type="checkbox"/> Ent. Piers/Gates	<input type="checkbox"/> Driveway	<input type="checkbox"/> Re-Grading
	<input type="checkbox"/> Sanitary System	<input type="checkbox"/> Open Porch *	<input type="checkbox"/> Shed/Barn *	<input type="checkbox"/> Walkways	<input type="checkbox"/> Demolition	<input type="checkbox"/> Other
	<input type="checkbox"/> Drainage	<input type="checkbox"/> Detached Garage *	<input type="checkbox"/> Cabana *	<input type="checkbox"/> Solar Panels	<input type="checkbox"/> Dock	_____
	Complete Scope:					

PROJECT INFORMATION	Provide sf areas for additions & alt. and dwellings		Miscellaneous:	Miscellaneous Continued:
	1st	2nd	Garage:	Demolition type:
	Portico:	FY Porch:	RY Porch:	Hgt:
	Stoops:	Walkways:	Driveway:	Ret. walls:
	Finished Bsmt:	Bsmt. Entry:	Steep Slopes <input type="checkbox"/> yes <input type="checkbox"/> no	Hgt:
	No. of bath rooms: ½ bath: full bath:	Built Prior <input type="checkbox"/> yes <input type="checkbox"/> no	Variance Req. <input type="checkbox"/> yes <input type="checkbox"/> no	DEC Approval <input type="checkbox"/> yes <input type="checkbox"/> no (if yes, provide permit)
	Accessory Structures (cabana, patios, shed etc.)			Sanitary appl. sent to SCDOH <input type="checkbox"/> yes <input type="checkbox"/> no

RESPONSIBLE PARTIES (as applicable)	Architect / Engineer	Address	City	Zip Code
	Email		Phone No.	
			()	
General Contractor	Address	City	Zip Code	
Email		Phone No.		
		()		

AFFIDAVIT OF PROPERTY OWNER

ATTENTION HOMEOWNER/APPLICANT:

The Homeowner is responsible for obtaining any other permits or approvals that may be necessary from any other governing agency or private agency that may be required to carry out the activities that are authorized by this permit, e.g., NYSDEC, NYSDOS, USACE, SCDHS (Suffolk County Dept of Health Services for Sanitary Systems), or Homeowners Associations.

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 MUST be submitted authorizing such agent to act as the Owner's representative. However, the Owner MUST sign the bellow Property Owners Affidavit, for the Village Lighting Law.

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)



VILLAGE LIGHTING LAW Chapter 135 Property Owners Exterior Lighting Affidavit

I _____ being duly sworn, state that I have read Chapter 135 of the Village Code, and the example sheet of allowable fixtures. I will fully comply with the Village Code, and I will work with my Electrician to ensure that all exterior lighting on my property is down shielded and complies with the Code.

Signature _____
Property Owner ONLY

Sworn to before me this _____
Day of _____ 20_____

(Notary Public, New York)

INCORPORATED VILLAGE OF LLOYD HARBOR

BUILDING PERMIT APPLICATION INSTRUCTIONS

GENERAL: Requirements herein are required for ALL new dwellings, and accessory buildings/structures. **Exceptions:** Small additions, sheds, gazebo's, pavilions etc. would not require a comprehensive site and drainage plan, however all patios, roofed structures, and driveways require collection of storm water as per Village Code and the Building Inspector. Lot Data is required for all new structures to confirm compliance with Village Code.

1. **APPLICATION BP-201:** Provide one (1) original signed and notarized application. Application will **NOT** be accepted if all fields are not complete, fees shall be calculated by the **BUILDING DEPARTMENT**. Sections that do not apply shall be marked N/A. **Individual applications are required for ALL structures and/or improvements, unless otherwise approved to combine by the Building Inspector.** Each application requires separate checks for PRB, Village Arborist, Escrow, and Road Usage, as per the current Building Permit Fee Schedule.
2. **FLOODPLAIN DISTRICTS:** Applicants **MUST** read **Article VII** of the Village Code for Construction within the Floodplain Districts to determine if structures are within a floodplain.
3. **PERMIT FEES:** Fees will be calculated by the Building Inspector as per current fee schedule dated **June 1, 2024**, and a fee worksheet will be sent via email to applicant/owner. All fees are due upon initial review of an application as follows: **50%** for initial review of New Dwellings and balance upon issuance of permit. All other permits **100%** of fees are due upon initial review.
4. **CURRENT SURVEYS:** Provide three (3) surveys (1 original & 2 copies) as follows: original **INC** seal and signature; location of all existing structures **within past 5 years** indicating driveway; dwelling, patios, terraces, porches, walkways, drainage structures, utilities, sheds, pools, and setback dimensions to all existing structures from all property lines, lot data chart listing all existing structures and their individual square foot areas and include percentage of lot coverage as per Village Code. All data shall be charted on survey and labeled Lot Data or Zoning Data. Surveys shall be minimum 1" = 40', **scales 1" = 50' or greater will not be accepted.** Existing surveys submitted for future improvements, must indicate most current conditions.
5. **SITE & DRAINAGE PLANS:** Provide one (1) copy of Architect/Engineer plans with original **INC** seal and signature, and with a scale not less than 1 inch = 30 feet. **Plans shall be 24x36 ONLY unless otherwise approved by the Building Inspector.** Plans shall include existing and proposed work, but not limited to:
 1. Construction Fence and Gates
 2. Stabilized Access Drive
 3. Hay Bales & Silt Fencing
 4. Tree Protection
 5. Tree Schedule (for tree removal)
 6. Zoning Chart
 7. Existing & Proposed Structures
 8. Driveway and Curbing type
 9. Utilities (sanitary, drainage, water, gas, etc.)
 10. Drain structures & elevations, piping, pipe inverts & calculations
 11. Sanitary structures, piping, pipe inverts & calculations
 12. Set Backs (including req. 16- & 32-foot buffer SY & RY)Additionally, provide two-foot contours for all grade changes, spot elevations around perimeter of all proposed building structures & drain structures, and drain piping shall be minimum 4-inch diameter type SDR-35 with solvent weld or gasket type fittings only. **These requirements are mandatory for New Dwellings, New Buildings, Pools, major grading and retaining walls.**
6. **SWPPP PLANS:** Storm Water Pollution Prevention Plans are required where (1) acre or more is disturbed for construction. SWPPP plans must be designed by a Civil Engineer only and contain requirements as stipulated within the Village Code and New York State Standards and Specifications for Erosion & Sediment Control (Blue Book). SWPPP plans shall be independent of proposed site & utility plans for submission and approval by the Village & NYSDEC.

INCORPORATED VILLAGE OF LLOYD HARBOR

BUILDING PERMIT APPLICATION INSTRUCTIONS

7. **SANITARY PLANS:** Sanitary plans are required as per SCDHS (Suffolk County Department of Health Services) for new additions. Applicants are responsible to submit an independent sanitary design plan & application to the SCDHS for approval prior to the issuance of a building permit. Copies of such submission must be submitted to the Village of Lloyd Harbor. Sanitary plans must be designed by a Civil Engineer ONLY. Sanitary plans shall be independent of proposed site & utility plans for submission and approval by SCDHS. Contact the SCDHS for further information at **631-852-5700**.
8. **COMPLETE LOT DATA:** Site Plan shall include a chart indicating all existing and proposed sq. ft. areas of the following:
 1. Lot area (in acres & sq.)
 2. Dwelling Footprint
 3. Dwelling 1st & 2nd floor area
 4. All Accessory Structures (listed individually)
 5. % of lot coverage for dwelling footprint.
 6. % of lot coverage of all structures.
9. **DRAINAGE:** Provide calculations for sizing drywells to accommodate a **4-inch rainfall** for proposed patios, driveways & roof areas. Calculations shall be shown on plan and all tributary areas shall be identified. Calculations shall be indicated as follows:

(Description) = 2000 sq. ft. x 4/12 = 668 cu. ft.
668 cu. ft. / 68.5 cu. ft. per ft. of 10' ring = 9.75 ft. required
10. **DRAINAGE:** Provide details of drain structures, drain inlets, catch basins, trench drains, etc. Drywell detail shall include manhole type & size, dome height & size, piping material & size, drywell diameter, depth, quantity of rings, effective depth, collar material w/min 3-foot width, and soil boring location and test results.
11. **DRAINAGE:** Provide flow arrows indicating direction of runoff towards basins, trench drains and/or drywells. Provide heavy duty trench drains 10-inch wide by 12-inch deep minimum for new driveways.
12. **DRAINAGE:** Drywells shall be minimum 20-feet clear from all structures and minimum 10-feet from property lines. Provide offset dimensions on plan.
13. **EXCAVATION:** Provide notes stating that all unsuitable soil excavated during construction shall be properly disposed off-site by the Contractor. Excess fill generated from the excavation may not be used on the property unless prior approval is granted by the PRB (Permit Review Board) and/or the Building Inspector.
14. **BUILDING PLANS:** Provide one (1) copy of Architect/Engineer plans signed and sealed to a scale not less than 1/4" = 1'. Plans shall be size "D" 24x36 unless otherwise approved by the Building Inspector. Plans shall include existing conditions and proposed work. **Note:** additional plans may be required after initial preliminary review.

Depending on scope of work, items may vary. Designer shall provide clear and concise dimensional plans. Designer shall not rely on Construction Notes requiring contractor to install equipment or structures as per current NYS Residential Code.
15. **FOUNDATION PLAN:** Foundation Plan shall include but not limited to: Title mark w/scale, complete dimensions for foundation walls and structural members, construction notes, top of wall elevations, all shelf elevations, top of slab elevations, detail marks, section marks, location of required corner hold-downs & dowels, basement & garage slab WWF shall be minimum 6x6 6/6 gauge.
16. **FLOOR PLANS:** Floor Plans shall include but not limited to: Title mark w/scale, complete dimensions, construction notes, ceiling height elevations, detail & section marks, elevation marks, door and window schedule, light & ventilation notes, smoke and carbon monoxide detectors, fireplace type & design including size of required chimney flues.

INCORPORATED VILLAGE OF LLOYD HARBOR

BUILDING PERMIT APPLICATION INSTRUCTIONS

17. **FRAMING PLANS:** Framing Plans shall include but not limited to: Title mark w/scale, complete dimensions, construction notes, size of all structural members including posting, framing sizes and direction, structural member fasteners & hanger sizes.
18. **ROOF FRAMING PLANS:** Roof Framing Plans shall include but not limited to: Title mark w/scale, complete dimensions, construction notes, size of all structural members including posting, framing sizes and direction, and schedule if needed for post, structural member fasteners & hanger sizes.
19. **BUILDING SECTIONS & DETAILS:** Sections and Details shall include but not limited to: Title mark w/scale, at least two (2) cross sections, and one (1) longitudinal section, material sizes & types, floor heights, footing, foundation, eaves, gutter, roof, etc. Depending on design additional sections and details maybe required.
20. **ELEVATIONS:** Elevations shall include but not limited to: Title mark w/scale, dashed outline of foundation/footing, chimney penetration dimension and offset, window and door heights, eave extensions, all exterior finishes including gutters and leaders, floor (plate) height elevations, and finish grade elevations.
21. **PLUMBING SCHEMATIC:** Provide a plumbing schematic indicating sizes of all venting and sanitary branches, at all floor levels including basement, as per the current NYS Residential Code.
22. **LIVE & DEAD LOAD TABLE:** Provide load table as per the current NYS Residential Code.
23. **CLIMATE & GEOGRAPHIC DESIGN CRITERIA:** Provide table as per the current NYS Residential Code.
24. **CONSTRUCTION NOTES:** Construction notes shall be the specifications of the project, and include but not limited to: General Notes for depicting contractor's responsibilities, Foundation Notes, Wood Frame Notes, Roof Notes, Finishes, Plumbing Notes, Mechanical Notes, and Electrical Notes.
25. **LANDSCAPE PLANS:** Landscape plans shall be designed by a licensed landscape architect and bear his/her stamp and signature. Plans shall be no larger than 24x36 and shall include but not limited to; architects company name, address, and phone number, drawing scale, design date and submission date, drawing number, North arrow, entire site (metes & bounds), location of existing vegetation, location of existing trees to remain, 16-foot or 32-foot buffer zone indicated via dashed lines on rear and side property lines, required screen plantings are as follows; minimum 6-feet high evergreens of American holly's, arborvitae, spruce, and taxus capitata. Screen plantings shall be placed outside the buffer zone if existing vegetation exist, however, if there is no existing vegetation within buffer, new plantings can be placed within the designated buffer as directed by the Village PRB and Building Inspector.
26. **STABILIZED ACCESS DRIVE:** Proposed Site Plan shall include a minimum 6-inch-deep stabilized construction access drive using $\frac{3}{4}$ " to 1 $\frac{1}{2}$ " RCA (recycled concrete aggregate). RCA shall be NYS approved, and shall not contain any dirt or foreign material except crushed stone/concrete. Stabilized access shall commence at curb cut and end at proposed structures. A wash out station (Hose Bib) shall be installed at entrance of driveway for all new dwellings, major additions and new structures as determined by the Building Inspector. Any dirt brought onto Village or Private roads from construction vehicles shall be swept and cleaned immediately.
27. **TREE PROTECTION/GUARDS:** Protection around trees shall consist 2x6 wood framing with top and bottom rail. Tree Guards shall be shown on site plan. All trees within vicinity of construction shall be protected, as determined by the Village Building Inspector.

INCORPORATED VILLAGE OF LLOYD HARBOR

BUILDING PERMIT APPLICATION INSTRUCTIONS

28. **CONSTRUCTION FENCING:** Site Plan shall include a 6-foot high chain link construction fence around the entire construction site for new dwellings and additions with new basements. Wood or plastic snow fencing can be used for pools and minor construction as determined by the Building Inspector. Existing fencing maybe used as part of construction fencing. Front, sides, and rear yard of property shall be secured at all times for the duration of construction. Provide a secured front yard entry gate, located at stabilized access drive, as approved by Building Inspector.
29. **FINAL SURVEYS:** Provide three (3) surveys (1 original & 2 copies) as follows: original **INC** seal and signature, location of all existing and proposed structures, driveway, dwelling, patios, terraces, porches, walkways, drainage structures, utilities, sheds, pools, etc. Also, provide setback dimensions of all structures from all property lines. Provide a lot data chart listing all structures and their individual square foot areas, include percentage of lot coverage as per Village Code. All data shall be charted on survey and labeled Lot Data or Zoning Data. Surveys shall be minimum 1" = 40', **scales 1" = 50' or greater will not be accepted.** Existing surveys submitted for future improvements, must indicate most current conditions.
30. **ENERGY COMPLIANCE CERTIFICATE:** Provide REScheck certificate with work sheets. Certificate shall be submitted separately with Architects Seal and Signature.
31. **HVAC:** Provide a Manual J & Manual D & Manual S for ALL HVAC work. Manuals shall be provided by an engineer or certified HERS Rater. All New Dwellings require the above noted Manuals and blower door testing as per current NYS Energy Code.
32. **PLAN APPROVAL:** Upon approval of this application, a Building Permit will be issued and (2) stamped sets of construction plans will be returned to the applicant. A copy of permit and approved plans shall be always kept on the premises, and available for inspection throughout the duration of the project. No work shall commence until a valid permit has been issued.
33. **INSPECTIONS:** Applicant/Owner shall be responsible for all required field inspections. A copy of required inspections will be provided with your building permit.

2025 Building Permit Application Review Process

Applicant shall submit (1) Original Permit Application, (3) copies of existing survey, (1) site plan, (1) set of preliminary architectural plans and required permit fees for review.
(see permit application instructions & building permit fee schedule for additional requirements)
Note: Review times indicated below are estimated review times ONLY

Application reviewed by the Building Inspector for compliance with Village Code
New Dwellings, Additions & Accessory Structures: 4 to 6 week review
Requires PRB or Sub-Committee review & approval and SCDHS for new Sanitary Systems (provide proof of submission via application to SCDHS)
Interior Alterations, Decks, Patios, Pools, Sheds, Porches, Fences: 2 week review
Requires Building Inspector and/or Sub-Committee review
Docks, Bulkheads, Sea walls, Bluff Stairs & Floodplain apps: 8 to 12 week review
Requires Planning Board, NYSDEC, NYSDOS & Army CORP approval

