



BUILDING DEPARTMENT

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APPLICATION GUIDELINES

AWNINGS

1. A building permit is required to erect an awning.
2. A sign permit is required if lettering is to be on the awning or valence.
3. A Certificate of Appropriateness is required for applications within the Historic District.
4. A color sample is required.
5. The following dimensions must be furnished: a) the width of the awning; b) the depth of the awning when fully extended; c) the minimum height of the awning above grade when fully extended; d) if installed over the sidewalk, the minimum distance from the building to the curb (width of the sidewalk) must be furnished.
6. A certificate of workers' compensation for the installer of the awning must be furnished. There are no WC exemptions for work on commercial buildings.

ADDITIONS

1. Three sets of building plans must be furnished. Projects totaling over \$20,000.00 require an architect or engineer to seal and sign the plans.
2. Building plans must contain sufficient detail so as to demonstrate compliance with the Residential Code of New York. It is beyond the scope of this document to list all of the required details. The most common omissions are insulation details (R-value and type), heat loss/gain calculations (Manual J), duct sizing calculations (Manual D), wind-resistant assembly details, light fixture schedule with wattages.
3. Where the addition is heated and/or cooled by existing equipment in the home, the applicant must demonstrate the existing equipment is capable of handling the additional load.
4. An electrical application, completed by the electrician, must be submitted with the building permit application for any addition requiring electrical work.
5. Suffolk County Health Department approval, when required (see handout on referral guidelines) must be submitted with the building permit.
6. Three surveys, prepared by a licensed land surveyor, must be submitted with the building permit application. The survey must include the distance between the proposed addition and the lot lines and lot coverage calculations (total lot coverage, roofed lot coverage, rear yard coverage). Additions must be 10 feet from existing septic systems, therefore existing septic systems must be on the survey
7. A certificate of workers' compensation for the persons performing the work must be submitted with the application. A waiver may be accepted, when applicable (see handout on workers' compensation guidelines)

DECKS

1. Three sets of plans that demonstrate compliance with the building code must be furnished for all decks. The most common omissions are: a) connection details for the ledger to the house; b) tension ties between the girder and the joists; c) connections between girders, columns and footings
2. Compliant guards are required on all stairways and decks over 30" above grade.
3. Handrails are required on all stairways over 4 risers. 2x4 and 2x6 are not compliant handrails. Stairways over 30" above grade may not have open risers.
4. Three surveys indicating the proposed location of the deck must be furnished. The survey must include: a) the distance from the deck to the lot lines; b) lot coverage (entire lot); c) lot coverage (rear yard) d) septic location

FINISHED BASEMENTS

CONTINUED ON REVERSE SIDE

1. The minimum ceiling height is 7 feet.
2. Each room must have light and ventilation in compliance with the building code.
3. A compliant emergency escape and rescue opening (window or door) is required in each finished basement, even if there is no sleeping in the basement.
4. Each bedroom must have a compliant EERO.
5. Finishing a basement cannot create a non-conformity with the code. For instance, auxiliary drain pans may be required under existing equipment when the basement is finished, whereas they would not be required in an unfinished basement.
6. Suffolk County Health Department approval, when required (see handout on referral guidelines), must be submitted with the building permit application.
7. Submit three sets of plans, including a section indicating ceiling heights. Projects over \$20,000.00 are required to be sealed by a registered architect or engineer.

GARAGES / POOL HOUSES / ACCESSORY STRUCTURES

1. All accessory structures require a building permit. There are no exemptions for small structures.
2. The Residential Code of New York regulates all residential accessory structures. Therefore, all structures must be furnished with connections capable of resisting a 120MPH 3-second wind gust. Footings capable of anchoring the structure during such a wind gust must be installed under all accessory structures.
3. Submit three sets of plans that demonstrate the structure is capable of resisting the required wind load must be submitted for proposed accessory structures. This applies to all structures, whether pre-assembled or custom built.
4. Submit three surveys indicating the proposed location of the accessory structure must be submitted. The survey must include: a) distances from the proposed structure to the lot lines; b) distance from the proposed structure to the septic system; c) lot coverage (total); d) lot coverage (rear yard)
5. The maximum height of an accessory structure is 15 feet above existing grade.
6. An accessory structure may be a maximum of 1 story.
7. Any accessory structure proposed to include plumbing fixtures must have Suffolk County Health Department approval prior to applying for a building permit. SCHD approval is required whether you are installing additional septic or connecting to the existing house.

SWIMMING POOLS

1. Submit three sets of plans for the swimming pool. Minimum plan requirements are a) a plan view indicating the location of suction inlets, returns and drains; b) a section through the pool indicating pool depth; c) gunite pools must indicate size and spacing of reinforcement bars
2. Submit three surveys, prepared by a licensed land surveyor, indicating the proposed location of the pool. Surveys must include: a) distance from the swimming pool to the house, lot lines and septic system (if there is no record of the septic system location, the septic system must be located); b) location of drywell and pool fencing; c) lot coverage (total); d) lot coverage (rear yard). Swimming pools must be a minimum of 20 feet from septic systems.
3. An electrical application form completed by the electrician that will be wiring the pool.

ALL BUILDING PERMIT APPLICATIONS MUST BE ACCOMPANIED BY A \$150.00 APPLICATION FEE. THE APPLICATION FEE IS NOT A BUILDING PERMIT FEE. THE BUILDING PERMIT FEE WILL BE COLLECTED WHEN THE PERMIT IS ISSUED.