

**Building Permit Process for Village of Poquott - Simplified
Beginning January 1, 2015**

1. All residents of the Village of Poquott are required to fill out a permit application for any new construction, inside or outside their home.
2. The Building Department will review the application (turn around of no more than 5 days) for completeness.
3. The Building Clerk will contact the applicant after review if permit is required or for more information.
4. Building Permit will be issued where appropriate. Permits are good for 1 year and get renewed every 6 months thereafter.
5. Renewal Fees – Any permit that requires renewal to stay valid during the performance of the activities will be re-assessed the initial Application Fee. In the instance of a second renewal of the same activities the Renewal Fee will be equal to two times the amount of the initial Application Fee.
6. The Renewal Fee will be equal to two times the amount of the initial Application Fee.
7. Applicant performs permitted activities – foundation, framing, plumbing, electrical, etc.
8. INSPECTIONS – To Be Scheduled by Applicant with building clerk.
9. Final approval from Building Inspector.
10. Issuance of Certificate of Occupancy and Bond is released to applicant by the Building Clerk.

Penalties for Non-Compliance

- Permit Application after work has begun is \$750 fine plus building fees calculated after application review.
- Stop Work Order – Work performed without a permit \$250 per day.

BUILDING PERMIT APPLICATION – Including Page One Program

1. Property Owners and/or Residents of the Village of Poquott are required to fill out the first page (“Page One”) of the Village Building Permit Application for **ANY** new construction and/or earth disturbance planned to occur in the Village. Blank Building Permit Applications are available at the Village Hall or can down-loaded from the Village Website at www.VillageOfPoquott.com. Also, an online version of Page One of the Building Permit Application that can be submitted electronically can be found on the website as well at www.VillageOfPoquott.com/Page-One.
2. **There is no fee** for filing Page One of the Building Department Application.
3. The Village Building Department representatives will review the information on Page One and determine if any planned construction and/or earth disturbance activities requires the completion of a **FULL** Building Permit Application.
4. Completing Page One of the Building Permit Application to avoid costly penalties and Stop Work Orders.
5. When an Applicant is certain that a Building Permit is required, or where the Building Department has determined through review of a Page One submission that a Building Permit is required, fees will be charged consistent with the schedule on the Building Permit Application. The fees and the bond payment can change during the scope of the project. The Building Department will determine which fees apply and the necessary value of any bond that is required. Applicants are also subject to any fees accrued by the Village from third-party professionals during the review of the Building Permit Application (e.g. engineering, legal, etc.).

There are many community benefits to the Page One program, these include: 1) not having Applicants’ contractors ticketed for parking in the roads; 2) keeping Code Enforcement informed about new cars accessing the neighborhood; 3) keeping code enforcement informed as to who is accessing the Applicants’ home; 4) knowing that a project an Applicant is performing likely won’t create risk to surrounding homes and public facilities; 5) knowing that a project an Applicant is performing likely won’t reduce property value to surrounding homes; and 6) Applicants will know that they are not in violation of the Village Building Code.

THE FULL BUILDING PERMIT REVIEW PROCESS

BUILDING INSPECTOR REVIEWS APPLICATION – FOR COMPLETENESS and FEE REQUIREMENTS

- a. Concurrently, the Application is sent for comment to:
 - i. Village Engineers for Plan Analysis/SEQRA Determination/Code Review.
 1. Engineer Permit Approval, Conditional Approval or Rejection is Submitted to Building Inspector - Building Inspector Issues Determination Letter to Applicant
 2. Or, Engineer Request More Information – Long EAF or Impact Statement.
 3. Engineer indicates if coordinate review is required under SEQR.
 - a. Involved Agency Approval (e.g., New York State Department of Environmental Conservation, Suffolk County Department of Health Services)
 - b. Concurrently, the Application is sent as notice (5 days mandatory period) to:
 - i. Planning Department
 1. Determination if Variance is Needed within notice period
 2. Planning Board Requests More Information within notice period
 3. Planning Board indicates if coordinate review is required under SEQR
 - a. Involved Agency Approval (e.g., New York State Department of Environmental Conservation, Suffolk County Department of Health Services)
 - ii. Zoning Board of Appeals
 1. Determination if Variance is Needed within notice period
 2. ZBA Requests More Information within notice period
6. BUILDING INSPECTOR APPROVES APPLICATION OR REQUESTS CHANGES (based upon Inspector's review or of one of the listed parties in step 2) – DETERMINES COMPLETE APPLICATION – signs plans. Work can begin.
7. BUILDING PERMIT ISSUED BY BUILDING INSPECTOR from CLERK'S OFFICE – Remember to Post Permit at Work Site
8. Applicant performs permitted activities – foundation, framing, plumbing, electrical, etc.
9. INSPECTIONS – To Be Scheduled by Applicant (see above)
10. If necessary, Electrical Underwriter's Certificate obtained by Applicant
11. IF APPROPRIATE, FINAL APPROVAL FROM BUILDING INSPECTOR - All third-party fees for Permit Review must be paid in full by Applicant to the Clerk – INSPECTOR SIGNS PLANS "COMPLETED".
12. IF APPROPRIATE, ISSUANCE OF CERTIFICATE OF OCCUPANCE or C/E – Bond is released to applicant