



**TOWN OF BABYLON
DEPARTMENT OF PLANNING & DEVELOPMENT
BUILDING DIVISION**

200 East Sunrise Highway
Lindenhurst, NY 11757-2598

BUILDING PERMIT APPLICATION

For

NEW public garages, vehicle sales and outside storage uses

GENERAL INSTRUCTIONS AND INFORMATION

Whenever a structure is built, altered or demolished, or the use of a property is changed, certain permits, certificates of occupancy or letters of compliance are required. This keeps our town attractive, orderly and safe. The permit process also lets us assure you and your neighbors that the appropriate state, county and town building codes are met.

The information listed is specific to obtaining a permit for new public garages, vehicle sales and outdoor storage uses.

The goal of the Building Division is to insure the safety and quality of the premises in our town. Our staff is ready to assist you. If you have any questions regarding the application procedure, please call (631) 957-3058.

REQUIREMENTS

1. Building Permit Application Form – must be completed, signed and notarized
2. Owner's Endorsement, if applicable – must be completed, signed and notarized
Note: if there is a new property owner within the past six months, a copy of the new deed or certificate of title is required so we may verify the current owner
3. Surveys – 3 full size originals – signed and sealed by a professional surveyor
Survey must be no older than five years. Older surveys that do not show all current improvements to the property are not acceptable.
The survey of the property must include the following:
 - all existing and proposed structures
 - the sizes of the structures and setbacks to the front, rear and side property lines
 - existing and proposed elevations

4. Site plans – 3 full size originals – professionally drawn by a licensed design professional (surveyor, architect or engineer). Site plans must include the following:
 - a. All existing and proposed buildings
 - b. All exterior doors
 - c. All setback distances from building to street, side & rear yards (show all dimensions)
 - d. Parking and outdoor storage areas with dimensions
 - e. Table of parking requirements, showing parking calculations for all uses on subject site.
 - f. All site driveways with dimensions (35' at curb line, 30' at property line)
 - g. Existing sidewalks and curbs
 - h. Existing subsurface drainage infrastructure
 - i. Site lighting
 - j. Dumpster enclosure/location of dumpster (minimum 16'x10' enclosure)
 - k. Landscaping including street trees and buffer areas adjoining residential property
 - l. 6' high chain link fence enclosing any outdoor storage areas.