



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

200 East Sunrise Highway  
Lindenhurst, NY 11757-2598

**INSTRUCTIONS TO MAINTAIN (LEGALIZE) EXISTING STRUCTURES**

All applicants legalizing (maintaining) structures of minor character such as carports, roof patios, decks, pool decks, vestibules and minor additions must file for a building permit. If you have any questions regarding the application process, please call (631) 957-3058.

**REQUIREMENTS**

1. Building Permit Application Form – must be completed, signed and notarized
2. Owner's Endorsement, if applicable  
Owner's Endorsement on the back of the building permit application 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  
**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 structures, i.e. dwelling, additions, garages, decks, sheds, pool, fence, etc.
  - The sizes of the structures and setbacks to front, rear and side property lines
  - Existing elevations
4. Floor Plans - 2 sets - drawn to 1/4" = 1' scale
5. Photographs – 4  
Submit 4 photographs depicting different views of the structure (front, rear and sides)
6. Plumbing Permit (may be required)  
This requirement is dependent upon the work done. Usually, a plumber licensed by the Town of Babylon makes this application (note: a licensed plumber is required for all gas work)

**FEES**

- Application Fee - \$25.00 (non-refundable)
- Building Permit Fee  
The permit fee is dependent upon the cost of the construction as calculated by the Town of Babylon Plans Examiner. You will be notified of the building permit fee if a permit is granted. The \$25.00 application fee is applied toward the permit fee and is non-refundable.
- Certificate of Occupancy or Letter of Compliance Fee - \$20.00  
This fee will be added to the building permit fee.  
Note: if more than one Certificate of Occupancy is issued for the building permit, an additional \$20.00 fee will be required for each Certificate of Occupancy issued