



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

200 East Sunrise Highway
Lindenhurst, NY 11757-2598

BUILDING PERMIT APPLICATION

For

OFFICE TRAILER

GENERAL INSTRUCTIONS AND INFORMATION

A building permit and certificate of occupancy are required for an office trailer on improved property. If the office trailer is to be located on vacant property, Zoning Board of Appeals approval is required prior to the issuance of a building permit. All office trailers must be handicap accessible.

Building Permit Requirements

(for an office trailer that does not require Zoning Board of Appeals approval)

1. \$45.00 fee for the building permit and certificate of occupancy
2. Building Permit application – must be completed, signed and notarized
3. Surveys - 3 copies – 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:
 - location of the office trailer
 - all existing and proposed buildings and structures
 - the sizes of the buildings and structures and setbacks to front, rear and side property lines
 - existing and proposed elevations
4. Site Plans – 3 copies – professionally drawn, signed and sealed by a licensed architect or engineer - must include the parking layout and calculations
5. Suffolk County Board of Health Approval – 1 original and 1 copy

After the Building Permit is issued the following are required:

6. Plumbing Permit – plumbing permit application must be submitted by a Town of Babylon licensed plumber
7. Fire Underwriter's Certificate of Approval - required for all electrical work performed, see list of acceptable electrical inspection companies

Once the Certificate of Occupancy is issued, you will be required to obtain a Trailer/Container Permit annually. This is a separate application; the Commissioner of Planning and Development issues this permit.