



**TOWN OF BABYLON
DEPARTMENT OF PLANNING & DEVELOPMENT
BUILDING DIVISION**
200 East Sunrise Highway
Lindenhurst, NY 11757-2598

INSTRUCTIONS TO MAINTAIN (LEGALIZE) EXISTING DWELLING

All applicants legalizing (maintaining) a dwelling 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 – completed, signed and notarized
 - If applicable, the owner's endorsement on the back of the building permit application must be completed, signed and notarized
 - 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
2. Plumbing Permit application – completed by a plumber licensed by the Town of Babylon, signed and notarized
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
 - May be drawn by a draftsman, do not have to be prepared by a licensed architect or engineer
5. Fire Underwriters Certificate of Approval
 - Visual survey – for existing electrical work
6. Copy of recent Water Bill
7. In lieu of Department of Health Services approval, a copy of the sewer bill or if property is not sewer, certification from a cesspool company
8. Smoke Detectors – battery operated smoke detectors in all hallways outside bedrooms

FEES

- Application Fee - \$25.00 (non-refundable)
- Building Permit Fee
Upon receipt of the building permit application and plans, the Town of Babylon Plans Examiner will calculate the permit fee. 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 - \$20.00 - this fee will be added to the building permit fee.
- Plumbing Permit Fee – the Town of Babylon Plumbing Inspector will determine this fee

ADDITIONAL REQUIREMENTS

- An Engineer's Certificate may be required. The Town of Babylon Building Inspector will make this determination after the dwelling has been inspected.
- Zoning Board of Appeals approval may be required for variances. This will be determined once the plans and survey have been reviewed.