



**Town of Babylon**  
DEPARTMENT OF PLANNING & DEVELOPMENT  
BUILDING DIVISION  
200 East Sunrise Highway, Lindenhurst, NY 11757

**BUILDING PERMIT GENERAL INSTRUCTIONS AND INFORMATION**

***THE STAMPED, APPROVED BUILDING/CONSTRUCTION PLANS  
SHALL BE AVAILABLE ON-SITE FOR ALL INSPECTIONS***

The attached Building Permit is valid for six months from the date of issuance (not from the date the permit is picked up – please check the expiration date on the permit). A Certificate of Occupancy will not be granted unless the following inspections are made at the respective stages of construction:

For new construction:

- Excavation Inspection  
Note: Any person performing any type of excavation work must contact the *One Call Center* at 1-800-272-4480 at least ten business days prior to performing the excavation. The *One Call Center* then notifies all utility companies and the Town of Babylon, if applicable, who may have lines near where the excavation will be performed. All parties notified by the *One Call Center* are responsible to mark-out their own lines.
- Foundation Inspection
- Rough Enclosure Inspection
- Insulation Inspection
- Final Inspection
- On-site Inspection  
Contact the Engineering Division at (631) 957-3124 to schedule an inspection of any on-site work that may be required, such as curbs, sidewalks, leaching basins, asphalt, irrigation system, landscaping, etc.
- Off-site Inspection  
Contact the Highway Division at (631) 957-3092, to schedule an inspection of any off-site work that may be required, such as curbs, sidewalks, leaching basins.

To legalize existing structures:

- Final Inspection

Depending upon the type of work proposed, a plumbing permit, fire underwriters certificate for electrical work and additional inspections may be required. If you have any questions regarding a plumbing permit, please call (631) 957-7423.

It is the responsibility of the owner, builder or applicant to schedule the appropriate inspection. Occupancy of a building or use of a structure and property without a Certificate of Occupancy constitutes a violation of the code and is subject to the penalties prescribed by law.

The structure and/or property must be available from 9:00 am to 3:30 pm on the day of the inspection. If the stamped, approved plans are not on-site, if the inspector cannot gain entry into the premises on the day of the scheduled inspection, if you are not ready for the type of inspection scheduled or if you schedule an inspection and any previously cited violations have not been corrected, a re-inspection fee will be required (\$50.00 for residential, \$100.00 – all others).

**TO SCHEDULE AN INSPECTION, PLEASE CALL**

<b>Residential Inspections</b>	<b>(631) 957-7422</b>
<b>Commercial Inspections</b>	<b>(631) 957-3108</b>



# TOWN OF BABYLON - BUILDING PERMIT APPLICATION

Department of Planning and Development - Building Division  
 200 East Sunrise Highway, Lindenhurst, NY 11757-2598  
 Phone No. (631) 957-3058 Fax No. (631) 957-3115

<b>Building Permit #</b>

**COMPLETE AREAS BELOW - FORM MUST BE SIGNED AND NOTARIZED**

Property Address		Hamlet	Zip Code
Proposed Work:			
Property Owner's Name	Mailing Address	Daytime Telephone	Emergency Telephone
Business Owner's Name	Mailing Address	Daytime Telephone	Emergency Telephone
Applicant's Name	Mailing Address	Daytime Telephone	Emergency Telephone
Contractor's Name	Mailing Address and License Number	Daytime Telephone	Emergency Telephone

The owner of the property and the undersigned agree to conform to all applicable laws of the Town of Babylon

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Relationship

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_

\_\_\_\_\_  
Notary Public

**If signed by other than the property owner, a fully executed Owner's Endorsement must be completed - see back**

**DO NOT WRITE BELOW - FOR OFFICE USE ONLY**

SCTM #0100-		TB #	Res. #	Date					
Physical Location:									
PTS Appl. #	S.D. #	Zone(s)	ZBA #	PB #	Res. #	Date			
Application Rec'd		Permit Denied		Pre-Site Inspection		Plans Examined		Permit Issued	
Date	By	Date	By	Date	By	Date	By	Date	By
<b>PERMIT FEES</b>									
Construction/Asbestos Removal Cost	Appl. Fee		Permit Fee	CO/LOC Fee	TOTAL FEE	Appl. Fee			
	Receipt #					Receipt #			
	Date	By				Date	By	Date	By
<b>REQUIREMENTS</b>									
<input type="checkbox"/> Asbestos Certificate		<input type="checkbox"/> Fire Underwriter's Certificate		<input type="checkbox"/> One Call Center Notification		<input type="checkbox"/> Conditions _____			
<input type="checkbox"/> Plumbing Permit		<input type="checkbox"/> Final Survey		<input type="checkbox"/> Workers' Comp/Disability Insurance		<input type="checkbox"/> C and R's _____			

**PROPERTY OWNER'S ENDORSEMENT**

(to be completed if the person applying for the permit is not the property owner)

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says that (s)he resides at \_\_\_\_\_ in the County of \_\_\_\_\_, and State of \_\_\_\_\_, and that (s)he is the (owner in fee) or (\_\_\_\_\_ of the \_\_\_\_\_ Corporation, which is the owner in fee) of the premises described in the foregoing application to the Department of Planning and Development for a building permit and that (s)he has authorized \_\_\_\_\_ to make the foregoing application.

(Corporate Seal)

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 200\_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner, Partner, Corporate Officer, or Other  
(state title)

If necessary, attach additional Property Owner's Endorsement Forms