



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

**BUILDING PERMIT APPLICATION**

For

**COMMERCIAL/BUSINESS/INDUSTRIAL ZONES**

**GENERAL INSTRUCTIONS AND INFORMATION**

Whenever a structure is built, altered or demolished, 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 construction or alterations to an existing building or structure in the following zoning districts:

- Business E, Ea or Eb
- Industry G, Ga or Gb
- Industry H
- Planned Industrial Park (PIP)
- Multiple Residence (MR)
- Senior Citizen Multiple Residence (SCMR)
- Motel-Hotel (MH)

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 process, please call (631) 957-3108.

**FEES**

- 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.
- 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

## 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 is required so we may verify the current owner
3. Contractor's Information  
Must provide an individual's name and the business name, if applicable, address and license number on the building permit application and copies of the contractor's Workers' Compensation Insurance, Disability Insurance and Liability Insurance forms. The Liability Insurance must name the Town of Babylon as additional insured.
4. 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 and proposed structures
  - the sizes of the structures and setbacks to front, rear and side property lines
  - existing and proposed elevations
  - **A FINAL SURVEY WILL BE REQUIRED WHEN THE PROPOSED WORK HAS BEEN COMPLETED**
5. Construction Plans - 4 sets  
Signed and sealed by a licensed architect or engineer; drawn to 1/4" = 1' scale
6. Asbestos Certification, if applicable  
If asbestos is present, a permit to remove the asbestos will be required prior to issuance of a building permit. The building permit will not be issued until a certificate is submitted stating that the asbestos has been removed and disposed of properly (copy of the manifest is required).
7. Suffolk County Board of Health Approval – 1 original and 1 copy  
For new construction, expansion of existing building and/or change of use
8. Suffolk County and/or New York State Department of Transportation approval(s)  
May be required if the property is located on a county or state road
9. New York State Department of Environmental Conservation Permit  
A NYSDEC permit is required only if the property is located within their jurisdiction
10. Plumbing Permit (may be required)  
May be required – depends upon the work proposed. If necessary, a plumber licensed by the Town of Babylon must submit a separate application for a plumbing permit.
11. Fire Underwriter's Certificate of Approval  
Required for all electrical work performed  
(see attached list of acceptable electrical inspection companies)
12. Planning Board and/or Zoning Board of Appeals Approval  
May be required – depends upon the work proposed
13. Contact Fire Marshal's office at 893-2158 for additional requirements.

## **GENERAL INFORMATION**

### **WORKERS' COMPENSATION AND DISABILITY BENEFITS LAW**

(Effective December 1, 2008)

New York State amended the general municipal law regarding Workers' Compensation and the Disability Benefits Law which affects the issuance of building permits.

Any business, contractor or general contractor applying for a permit must comply with the coverage provisions of the Workers' Compensation and Disability Benefits Law and provide one of the following forms to the Town:

#### Workers' Compensation Law (Section 57)

1. C-105.2 - Certificate of Workers' Compensation Insurance (the State Insurance Fund provides its own version of this form, the U-26.3); or
2. SI-12 - Certificate of Workers' Compensation Self-Insurance (call the Board's Self-Insurance office at 518-402-0247) or GSI-105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance

#### Disability Benefits Law (Section 220 Subd. 8)

1. Either DB-120.1 - Certificate of Disability Benefits Insurance or the DB-820/829 Certificate/Cancellation of Insurance; or
2. DB-155 - Certificate of Disability Benefits Self-Insurance (call the Board's Self-Insurance office at 518-402-0247)

**NOTES: ACORD forms are not acceptable proof of New York State Workers' Compensation or Disability Benefits Insurance coverage.**

**General contractors must get a workers' compensation insurance policy if they hire any subcontractors or independent contractors.**

### **LIABILITY INSURANCE**

The contractor must provide the town with liability insurance naming the Town of Babylon as additionally insured and Suffolk County as the certificate holder. In order to protect yourself and/or your property, you may also want to obtain a copy of the contractor's liability insurance.

**IF YOU HAVE ANY QUESTIONS OR REQUIRE ADDITIONAL INFORMATION, PLEASE CALL THE  
NYS WORKERS' COMPENSATION BOARD, BUREAU OF COMPLIANCE AT (518) 486-6307**