

East Hampton Town Building Department

Mission Statement

- We strive to serve our residents and patrons in a respectful and professional manner on an equal basis; to always seek voluntary compliance with applicable codes and to make residents and patrons feel satisfied regardless of their situation.

Office Location.

- The office is located at 300 Pantigo Place Suite East Hampton suite 104
- Telephone number 631-324-4145

Web Site Information

Division of Public Safety

Electrical Underwriters List
(PDF)

Forms

FAQs

New York State Code

Town Code

Staff Directory

[Home](#) › [Government](#) › [Departments](#) › [Building Department](#)

Building Department

New Code Changes

- [Adopt Local Law Amending Chapter 102 to Adopt HERS Rating Energy Conservation Requirements \(PDF\)](#)
- [Adopted Amended Gross Floor Area Defintion Local Law](#)
- [Adopted Building Coverage Law](#)
- [Adopted Gross Floor Max Local Law](#)
- [Affordable Accessory Apartments in Detached Structures SPH NPH](#)

New Code As of October 3, 2016

As of October 3, 2016 Any Building Permit Application received needs to meet the NYS 2015 International Building & Energy Codes, any New Homes will require the HERS Certificate for the Energy Ratings. Which will include "Blower Duct Tests on all New Construction." "THIS WILL REQUIRE A BLOWER TEST & DUCT TEST FOR ALL NEW CONSTRUCTION."

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Contact Us

Ann Glennon

Department Head, Principal
Building Inspector

Building Department

Physical Address

[View Map](#)

300 Pantigo Place
Suite 104
East Hampton, NY 11937

[Directions](#)

Phone: 631-324-4145

Fax: 631-329-5739

Office Hours

Monday - Friday
8:30 a.m. - 4:30 p.m.

Counter Hours

Monday - Friday
8:30 a.m. - 11:00 a.m.
3 p.m. - 4:30 p.m.

Inspectors In The Field

Monday - Friday
11 a.m. - 3 p.m.

Staffing of the Office

Department Head -Ann Glennon Principal Building Inspector

Senior Building Inspector -Joseph Palermo

Building Inspectors- Dawn Green, David Williams and Dutch Riege

Administrative Staff- Administrative Assistant Lorraine McKay

Clerk Typist- Evelyn Calderon (Spanish Speaking) , Anne Browngardt

Account Clerk Typist-Allison Duchemin

Some Building Department Responsibilities

- Assist the public with questions about uses of properties and provide information on East Hampton Building Codes.
- Provide property research and information relative to existing uses.
- Issue building permits after proper submission of permit applications.
- Conduct inspections of building construction and existing buildings in regard to the code.
- Work with other town departments about land uses and codes.
- Work cooperatively with the Planning, Fire Marshals, ZBA, Code Enforcement, Animal Control and others
- And much more

TOWN OF EAST HAMPTON

Public Safety Department / Building Dept.

Overview of Performance and Other Criteria

				2012	2013	2014	2015	2016	2017	Dec-18	2019
				Actual	Projected						
<u>Key Performance Indicators</u>		Actual	201								
Total Building Permits Issued				990	1286	930	1,560	1,908	1,684	1,663	1,750
New Home Permits						15	111	130	123	111	200
Building Permits Renewed				300	363	363	822	1,258	814	820	950
Certificate of Occupancies Issued				750	914	660	974	1,197	1,202	1,040	1,300
Letters of Buildability				35	53	63	77	56	41	35	50
Building Inspector's Inspections				2,950	2,989	1,490	1,792	3,776	3,561	3,427	3,600
Counter Research Issued				4,000	4,714	5,275	3,079	3,205	2,130	2,600	2,800
Rental Registry								3,154	644	2,375	645
Title Research								1,439	1,758	1,584	1,700
Sign Permits					7	4	5	16	22	10	15

2018 Annual Report



BUILDING DEPARTMENT
TOWN OF EAST HAMPTON

300 Pantigo Place – Suite 104
East Hampton, New York 11937

January 03, 2019

To: Supervisor- Peter VanScoyoc; Administrator of Public Safety- David Betts, Budget Officer-Len Bernard.

From: Ann Glennon, Principal Building Inspector

Re: 2018 Building Department Annual Report

<u>Month</u>	<u>Permits</u>	<u>Permit Receipts</u>
January	105	\$ 158,204
February	148	244,943
March	149	152,475
April	139	224,607
May	160	223,722
June	146	200,330
July	159	179,841
August	142	217,541
September	135	152,898
October	139	171,986
November	114	136,750
December	129	191,911

Totals: 1663 \$2,255,208

Building Permits (65492-67166) 1663 Total, 0 Addendums, 20 Voided, 820 Renewals, 0 Renewal Addendum

New Houses = 111

Sign Permits = 10

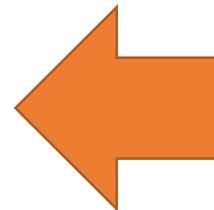
Certificates of Occupancy (33449-34489) = 1,040

Rental Registry = 18-1 through 18-2451

Letters of Buildability = 35

Certified Copies = 1584

Grand Total of 2018 \$ 2,255,208



Goals and Objectives for 2019

Our goals and objectives have been designed to provide better and more efficient customer service.

1. Increase the hours that our building inspectors will be available to assist the public in the office.

Currently our inspectors are available to assist the public in our office for 4 hours each day that they are on duty in the building inspectors office.

A total of 1040 hours a year at the counter.

The remaining time for each day for our field staff is consumed with inspections.

Our goal is to increase the office hours that inspectors are available to the public to 7.5 hours a day. A total of 1950 hours a year.

This will be accomplished, in part, by slightly restructuring the inspection loads that the inspectors and being consistent with standard office hours.

Letters of Buildability

- **2. Provide an online application and payment option for “letters of Buildability” to the public.**
- This will be a time saver for both the public as well as the staff in the building department. Currently these requests and payment must be in person or by mail.

Property Research Online

- **3. Provide online application process for property research to the public. Over the last several years we have handled thousands of these inquires.**
- Currently online research requires submission in person or by mail. In an effort to be more efficient and user friendly we will be setting up an online application and payment for this type of research.

Measuring our goals and stated objectives.

- Goal Additional counter hours for inspectors.
- We will statistically review the additional number of hours we make inspectors available to the public for the counter application process.
- Goal Online submission of “Letters of Buildability” application.
- Our goal will be realized once we have the system online and it is functioning.
- Goal Online research of our records.
- This goal will be achieved once we have this online system accessible and fully functioning.