



**TOWN OF EAST HAMPTON
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MEMORANDUM

TO: Supervisor Kathee Burke-Gonzalez and Members of the Town Board

FROM: Jacob Turner, Town Attorney
Charles J. Collins, Senior Assistant Town Attorney

RE: Potential Code Change – Building Permit Issuance

DATE: July 2, 2026

Building Permit Issuance

Review of Chapter 102 of the East Hampton Town Code indicates an ambiguity that may create a false sense of timeliness for those applying for building permits from the Town's Building Department. Below is a comparison with other jurisdictions with similar, but clearer, language. Finally, a recommendation as to how to remove such ambiguity.

Current Town Code

[§ 102-8. Issuance of building permit.](#)

A. The Building Inspector shall examine or cause to be examined all applications for permits and the plans, specifications and documents filed therewith. He shall approve or disapprove the application within a reasonable time, ***and in all events within 15 days.*** [Emphasis added]

Survey of other Jurisdictions

Southampton Town

[§ 123-10. Issuance of building permit.](#)

A. The Building Inspector shall examine or cause to be examined all applications for permits and the plans, specifications and documents filed therewith.

East Hampton Village

[§ 104-6. Issuance or denial of permit.](#)

A. The Code Enforcement Officer shall examine or cause to be examined all applications for permits and the plans, specifications and documents filed therewith. He or she shall approve or disapprove the application within a reasonable time.

Sag Harbor Village

§ 92-8. Issuance of building permit.

A. The Building Inspector shall examine or cause to be examined all applications for permits and the plans, specifications and documents filed therewith. With respect to buildings and structures to be constructed on lots within a filed subdivision map approved by the Village Planning Board which has, as part of the public improvement requirements, some type of fire-protection device (fire hydrant, fire well, underground storage tank, etc.), the Building Inspector shall obtain written confirmation from the Planning Board that such device has been installed to the satisfaction of the respective fire district and/or any other appropriate agency having jurisdiction over any and all other public improvement requirements as stipulated by the Planning Board at the time the subdivision was approved. However, lots within such a subdivision which are served by existing streets or fire-protection devices shall be exempt from such requirement. Upon written confirmation from the Village Planning Board, the Building Inspector shall approve or disapprove the application within a reasonable time.

North Haven Village

§ 55-4. Building permits.

F. Issuance of building permits. An application for a building permit shall be examined to ascertain whether the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code. The Code Enforcement Officer shall issue a building permit if the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code.

Comparison to East Hampton Town Code

East Hampton Town is the only municipality that has a hard deadline for approval or denial of a building permit application. East Hampton Village states that the permit shall be approved or disapproved “within a reasonable time.” Sag Harbor Village also references an application being approved or disapproved within a reasonable time. Southampton Town and North Haven Village are more open ended and just say that the application will be reviewed.

Proposed Code Change

The Town Attorney’s Office recommends the deletion of the “***and in all events within 15 days***” language in our code. This would make the section the same as East Hampton Village and would state that the inspector will act in a reasonable time.

§ 102-8. Issuance of building permit.

A. The Building Inspector shall examine or cause to be examined all applications for permits and the plans, specifications and documents filed therewith. The Building Inspector shall approve or disapprove the application within a reasonable time, ~~and in all events within 15 days.~~