# TOWN OF EAST HAMPTON
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**MEMORANDUM**

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

FROM: Jacob Turner
Dennis M. Brown

**RE: Amend Chapter 102-8 Issuance of Building Permit**

DATE: September 1, 2026

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**Introduction**

The proposed amendment is to make the building permit application process more efficient and predictable while still respecting the law and public safety.

**The Proposed Law**

Section 102-8(A) is amended to provide that after all fees are paid and the permit application is complete, the Inspector will examine the application and exhibits submitted therewith. If the application conforms to the Code, a permit will be issued. If the review is not complete within 90 days, the applicant can seek relief from the Zoning Board of Appeals or Suffolk County Supreme Court. In no event will an application be deemed approved.

This proposed code amendment differs specifically from the previously presented July 7, 2026 version in the following ways:

1. Establishes a 90-day timeline for the building department to review;
2. Explicitly starts the time upon a complete application;

3. Allows an applicant to seek judicial review or Zoning Board of Appeals review if a permit is not issued after a complete application submission but explicitly states that approval will not automatically happen upon 90 days.

**Effective Date**

The law is effective upon January 1, 2027 following its filing in the Office of the Secretary of State. The law applies to all actions occurring on or after the effective date.

Revised September 1, 2026

# A LOCAL LAW TO UPDATE THE BUILDING PERMIT APPLICATION PROCESS

**WHEREAS,** the current building permit application process has been in place for many decades; and

**WHEREAS**, contemporary design and the increased use of technology in homes and businesses, building plans have grown in complexity and volume; and

**WHEREAS**, the Board finds it to be in the best interests of the Town and its residents and businesses to refine and revise the building permit application process.

**BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF EAST HAMPTON AS FOLLOWS**

**Section 1. Legislative Findings.**

This Board hereby finds and determines that innovative technological developments, evolving construction techniques and new materials have strained current building permit review processes. Projects have grown larger and more complicated, compelling lengthy study of plans submitted for review. Sometimes this has frustrated Town residents.

This Board further finds and recognizes the need to streamline the permit application review process. Workflow procedures are now more efficient, application review time and backlogs have been reduced, but more can be done.

This Board hereby establishes clear demarcation lines with this Legislation to define the expected review time from submission of a completed application to issuance of a permit. In the event that the anticipated time to completion lapses, greater avenues of relief are being offered to our residents.

Therefore, the purpose of this Legislation is to provide each applicant-resident with a clear expectation of review when delay is encountered by enlisting the local zoning appeals board to establish a transparent path to issuance of a building permit.

**Section 2. Amendments.**

**§ 102-8. Issuance of building permit.**

A. Upon receipt of a complete application as required by section 102-7 of this article and after all fees therefor have been paid, t[T]he Building Inspector shall examine or cause to be examined all applications for permits and the plans, specifications and documents filed therewith to ascertain whether the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code and all other local laws, ordinances, rules and regulations. The Building Inspector shall issue a Building Permit if the proposed work complies with these requirements. [~~He shall approve or disapprove the application within a reasonable time, and in all events within 15 days.~~] If within 90 days of the submission of an application no permit is issued, the application shall be deemed denied and the applicant may apply to the Zoning Board of Appeals for review or to the Supreme Court of the State of New York to compel such review. In no event will the application be deemed approved if not issued within 90 days of complete application.

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**Section 3. Severability.**
If any provision of this law or the application of such provision to any person or circumstance shall be held unconstitutional or invalid, the constitutionality or validity of the remainder of this Law and the applicability of such provision to other persons or circumstances shall not be affected thereby.

**Section 4. Applicability.**
This law shall apply to all actions occurring on or after the effective date of this law.

**Section 5. Authority.**
The proposed local law is enacted pursuant to Municipal Home Rule Law Section 10(1)(i).

**Section 6. SEQR Determination.**
The Town Board, being the State Environmental Quality Review Act (SEQRA) lead agency, hereby finds and determines that this law constitutes a Type II

action pursuant to Section 617.5(c)(26) and (33) of Title 6 of the NEW YORK CODE OF RULES AND REGULATIONS (6 NYCRR) and within the meaning of Section 8-0109(2) of the NEW YORK ENVIRONMENTAL CONSERVATION LAW in that the action constitutes routine or continuing administration and management not including new programs or major reordering of priorities that may affect the environment.

**Section 7. Effective Date.**

This law shall take effect on January 1, 2027 following its filing in the Office of the Secretary of State.

___ Underlining denotes addition of new language