

Village of
Head-of-the-Harbor



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July 23, 2018

Dear Resident,

I would like to introduce myself to those of you whom I have not yet had the opportunity to meet. My name is Robert O'Shea and I have been serving as the Village Building Inspector since August, 2017.

While my job comes with many responsibilities, the most important one is promoting the safety of people and their property through the enforcement of the New York State Uniform Fire Prevention and Building Code.

When applications are made for building permits, the plans are reviewed for code compliance before permits are issued. Periodically, construction projects, including but not limited to, alterations, additions, garage conversions, finished basements, patios, retaining walls, HVAC installations and swimming pools are performed without the benefit of a building permit. In these instances, the review process is not allowed to take place and code violations may be present.

Applications for the legalization of these conditions require the payment of tripled application and permit fees, which can add up to substantial sums. The reason for these increases are not only to create an incentive to comply with the permitting process, but also to cover the additional time and effort required to inspect work that is complete and sealed, as opposed to making inspections during the course of construction while all work is open and visible.

In an effort to encourage residents to make these applications, and as a result, ensure code compliance and safety, the Board of Trustees has authorized the enactment of an amnesty period, during which, applications will be subject only to the standard schedule of fees.

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The amnesty period will end on October 31, 2018. Applications, for work performed without permits, received after this date will be assessed the increased fees as established by resolution of the Board of Trustees.

At some point, these construction projects will require a Certificate of Occupancy or Compliance. Frequently, they are requested by a potential property purchaser prior to entering a contract. In many cases, the length of time required to secure all required approvals results in purchasers walking away from a contract and looking elsewhere for a new home.

I encourage all residents who may have unpermitted improvements at their property to take advantage of this program and avoid increased fees and unnecessary delays. If you are unsure as to whether your completed project is one that required a permit, please call me at the Village office to inquire.

In the past months, I have identified over 100 open building permits that have expired. Building permits are valid for a period of 1 year at which time they may be renewed by the payment of a renewal fee.

The Board of Trustees is working on expanding the amnesty program to include expired permits. When the terms of this portion of the program are established, each resident holding an expired permit will be sent a letter outlining the status of their permit and the benefits of taking advantage of the program.

Thank you for taking the time to read this letter and please feel free to contact me if you have any questions. I can be reached on Mondays and Wednesdays at 631-584-5602.

Sincerely,

Robert E. O'Shea

Robert E. O'Shea
Building Inspector