

Permits & Processing



FACT

CONSTRUCTION ESTIMATING
& ADMINISTRATIVE SERVICES

Staff Experience & Education

- Principle – 38 ½ years – NYC & Long Island
- Estimating - Commercial
- Estimating - Residential
- Architecture
- Engineering
- Construction Management
- General Contracting
- Design-Build
- New Construction
- Renovation
- Restoration
- Data & Analytics (Masters)
- Software
 - Excel
 - PlanSwift
 - Bluebeam
 - Power Bi
 - AutoCad
 - Revit

FACT is the culmination of the trust and confidence our clients and the success our process brings to each project. We continue to exceed expectations and provide the highest level of construction estimating, bid preparation, and administrative services the industry has to offer.

Fair

Accurate

Comprehensive

Thorough

FACT Permits & Processing – General Scope:

- Review (read) all related documents, drawings, and submittals.
- Ascertain compliance(s) for each department required for permits.
- Set up meeting (video, conference call, and/or in person) as needed.
- Compile data and prepare submittals based on findings.
- Submit to Town, County, and/or State offices as needed.
- Receive material back, re-submit (if applicable), distribute, and/or process for final permit(s).

Most construction projects do not commence without permits. Typically referred to as a necessary evil, permit applications, municipal coordination, and the multitude of submittals are a major distraction from more important (and lucrative) business. FACT's system enables our clients to go about their life and business without distraction. Clients are updated regularly and proactively. In the end dozens of hours are saved and put to more appropriate needs than the paperwork.



3-Step Notification



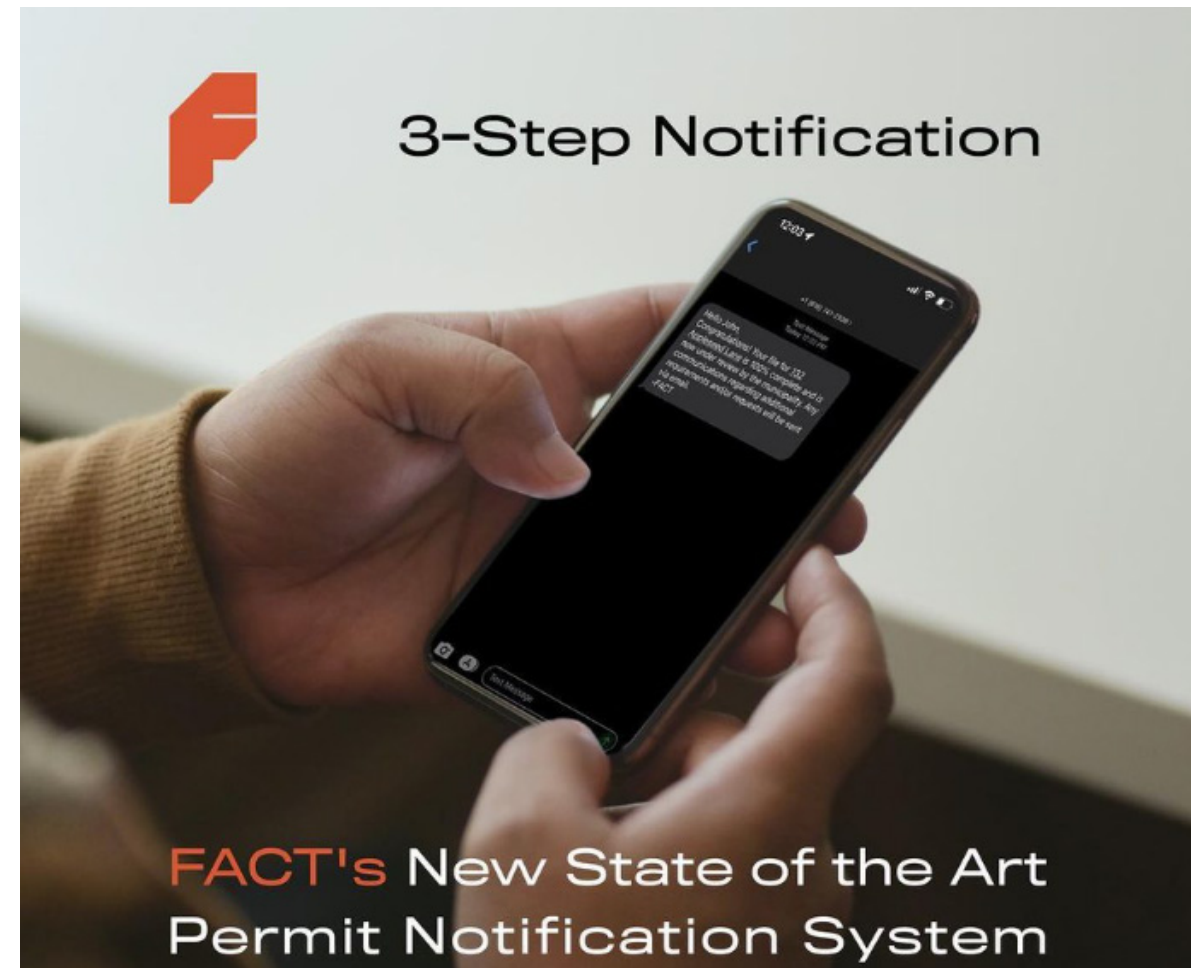
FACT's New State of the Art
Permit Notification System

SMS TEXT NOTIFICATION SYSTEM

FACT's New State of the Art Permit
Notification System

FACT alerts clients of their Building Permit
Application Status with Automated Text
Notifications. Owners no longer need to
call for updates.

Done!



DOB Filing Checklist

Legend	
C- Complete	61%
IP- In Progress	
R- Required	
NR- Not Received	
TBD - To Be Determined	

Application Department of Buildings (DOB)	Status	Department	Required - TBD	Description	Notes
Town of Southampton (TOS) Building Application	IP	TOS	Completed with SCTM #	Application	started
Surveys	C	Surveyor	Original signed and stamped	3 originals	received on 10/25
Plans	C	Arhitect	Original signed and stamped	2 sets	received on 10/25
Certificate Of Occupancy	C	TOS	Copy is okay	TOS prints for \$1	receive at counter in TOS
Workers Compensation	C	TOS	Copy is okay	Certificate	
Owners endorsement	C	Owner	Original	Letter	
Open Government Disclosure form	NR	Owner/ Agent	Original	Letter	
Permit Fee	C	Owner	Blank Check	payment for application	
Electrical Permit	C	Electrician-Subcontractor	Original		received 10/19
Plumbing application	R	Plumbing-Subcontractor	Original		
Board of Health (original survey)	C	DOH	Original w/ Red Stamp	original survey w/ RED stamp frpm health dep	received on 10/19
Affidavit of Exemption	IP	TOS	Original		waiting on signature from client
Energy Compliance Certification	R	Energy Consultants	Original	3rd party testing	
HERs Certificate	NR	Energy Consultants	Copy is okay	Originally certified HERS rater version 15.4.1 & 2 copies of manual J/S/D	
RES Check	NR	Energy Consultants	Copy is okay	Residential Energy Score, 2 copies	
Elevation Certificate	NR		Original		
Fill composition Certification	IP	TOS	Original		
Swimming Pool Certification	IP	FACT/ Pool Subcontractor	Original		waiting on signature from client
Pool Addendum	C	FACT/ Pool Subcontractor	Original	to building permit application: New swimming Pool construction	sent on 10/21
Itemized	IP	TOS	Original	Written estimated cost from Vendor on their Letterhead	
Planning approval	NR		Original and stamped	(Resolution and STAMPED approved site plan approval	
Wetlands & Conservation	NR	Conservation & Wetlands	Original w/ stamped approved survey	Permit or letter of NJ	
ARB	R	FACT	Copy is okay	Architect Review Board Form	
BZA Variance approval	C	TOS	Original	w/ STAMPED approved survey	
Engineering	C	Highway	Original	Dept of Highway approval (Permit w/STAMPED approved Survey	submitted, waiting on results
House Floor Plans	NR	Architect	Original	Project floors plans	
Request to Extinguish	R	Director Of Planning	Copy is okay	Dept right approval for affprdable Accessory Apt. from Director of Plan	call client to follow up
Road Usage	C	Highway	Copy is okay		
Hold Harmless	IP	TOS	Signed/Notarized by Everyone on Deed	form (signed and notarized)	need client to sign
Certified copy of most recent DEED	IP	Suffolk county Clerk	original raised seal		
PSEG Disconnect Approval	C	TOS	Original		received on 10/22
National Grid Disconnect Approval	C	TOS	Original		
Landmarks & Historical Data District committee Application	C	TOS	Original	ALL Required documentation	
Proof Of Corporation	C	Owner	Original Opinion letter	(ie. Operating agreement or Minutes listing members)	
Death Certificate	IP	Owner/Attorney	signed and notarized		sent out follow up 10/25
Proof of LEGATEE	IP	Owner/Attorney	signed and notarized	Letter	mailed on 10/23
239f	R	Suffolk county Dept of Public Works	Original		
Submittal Receipt	NR	TOS	all items on list meet requirements	FACT this receives after submittal of application	

DOB Checklists

Demo Permit - Team Check List							
Item	Description	Status	Date	Team Member	Notes	Files	Legend:
Certified Copy of most recent Deed	Must be original	C			Must have raised seal		C- Complete
Whole House Demolition Permit	Completed and signed	C					IC- Incomplete
Hold Harmless	Signed & notarized by everyone on De	C					R- Required
PSEG Disconnect / elctrical disconnect affidavit	Letter	C		Eletrician & Owner			NR- Not required
Gas Disconnect	Letter	C		Owner	cannot find		Necessary for Demo Permit
Certificate of occupancy and/or compliance for structu	Certificate	C		Owner	requested on 9/16		
Workman's Comp Insurance	Certificate	C		Contractor	applicable forms: C 105.2, U26.3, CE 200		
Debris Permit	HWY Dept	C		Contractor / FACT			
Survey	3 copies including all structures	IC		Surveyor			
Cost estimate	From owner or contractor	C		Contractor / FACT			
Proof of corporation		C			requested on 9/16		
Open Government Disclosure form	Form	C		Owner & FACT	need to request from altjana		
Fee	Based on cost estimate	IC					
Additional documentation may be required							
Coastal Erosion Hazard Permit	If Demo is south of Coastal Erosion Lin	NR					
Conservation approval	Permit w/ stamped survey or letter of	R					
Fill Composition Certification	Certfication	R					
Owner's Endorsment	Signed & Notarized	C		Owner			
LHDB Demolition Application or approval letter	Landmarks and Historic Districts Board	NR					
Death Certificate	If owner is deceased	NR					
Proof of Legatee	If owner is deceased or incapable	NR					

<u>Application Department of Buildings (DOB)</u>	<u>Department</u>	<u>Status</u>	<u>Description</u>	<u>Notes</u>	<u>Files</u>
Town of Southampton (TOS) Building Application	TOS	C	comepleted 11/12/21		
Wetlands & Consveration -NJ Letter		C	as per email 1/24		
3 copies of surveys	Surveyor	C	3 originals		
2 sets of plans	Architects	C	2 sets due date 2/7	Only have structurals	
1 Copy of CO		C			
Workers Compensation	Contractor	C			
Owner's endorsement	Owner	C			
Open Government disclosure		C			
Open Government disclosure	Rocco / Matt	C			
ARB Form		C			
Engineering Approval	TOS - Engineering (FACT Submits)	C			
Fill Compostion Certification	FACT	C			
Fee	Calculated at time of submittal	R			

Application Department of Buildings (DOB)	Department	Status	Description	Notes
Town of Southampton (TOS) Building Application	FACT	C		
3 copies of surveys	Surveyor	C	3 originals	
2 sets of plans	Jason Thomas Architects	C	2 sets	
1 Copy of CO		C		requested on 11/16/21
Workers Compensation	TOS	C	Certificate	
Plumbing application	Plumbing - Subcontractor	C		James O'Neil dropped off on 11/18
Dept of Health (original survey)	DOH	C	original survey w/ RED stamp frpm health dep	received 12/2/2021
2 copies of HERS Certificate	Energy Consultants	C		
2 copies of Manual J, Manual D, Manual S	Energy Consultants	C		
1 copy Energy compliance, 3rd party testing	Energy Consultants	C		
ARB Form	FACT	C		
Stormwater and driveway access determination	Engineering Dept.	C	Stamp approved survey	\$300 Check requested 11/29
Electrical Permit	Electrician - Subcontractor	C		Electrician has filed 11/18
Open Government Disclosure form	Electrician - Subcontractor	C	Letter	Requested on 11/4/21
Open Government Disclosure form	Owner	C	Letter	
Open Government Disclosure form	FACT	C	Letter	
Pool addendum		C		
Permit Fee	Jason Thomas Architects / Owner	C	Check	
Additional Documentation may be required				
Written Cost Estimate	FACT	C		
Fill Composition Certification	FACT	C		
Zoning Board Of Appeals Approval				
Verification of Ownership or Authorization				
Original signed & notarized Owner's Endorsement		C		
Copy Of Deed: If property has been owned for less than a year		C		Requested on 11/4/21

Homeowner

FACT did not meet my expectation – They exceeded them.

It's about time! Finally, a company that genuinely and authentically provides exceptional service in an industry that often has numerous frustrating processes. FACT did not meet my expectation – They exceeded them. I was given a clear and concise understanding of how they would accomplish everything required. This was followed by proactive communications through emails, phone calls, and text message updates. I never had to worry or wonder what was going on, and if I did have a question or curiosity, it was addressed immediately. They charge a real fee for their services and in return I received (much) more than my monies worth. I began recommending them prior to my project being completed. Since then, they accomplished more than I asked for and are now even more highly recommended. Thanks FACT!

Business Owner & Homeowner

Architect

They are great on communicating to the team

If I was to speak directly of FACT'S best qualities, I would have to say they have fantastic work ethic and are someone we can trust completely. They are great on communicating to the team (architects, builders, clients), Matt is always great on answering any questions we might have. At FACT, they have a clear system that lets the client / architect know how we will complete the task at hand in a clear and efficient way. During the year FACT has helped us in three separate projects, there endless services has helped us obtain a demo / building permit, they have provided two residential bid reports, and are always on-top tracking where each project is at. Our office is quite small, and since COVID our workload has nearly tripled. FACT has been great in helping us get through our bigger projects from point A to Z. With all the new changes in departments they are aware of getting the right information out to everyone. It's truly a pleasure to work with everyone at FACT Construction Estimating and definitely someone you need on your team.

Jason Thomas Architect