

COUNTY OF SUFFOLK



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DEPARTMENT OF HEALTH SERVICES

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**SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES  
GENERAL GUIDANCE MEMORANDUM #2  
DEPARTMENT REQUIREMENTS REGARDING  
EXPIRATIONS, RENEWALS, MODIFICATIONS  
AND TRANSFERS OF PERMITS TO CONSTRUCT**

A) EXTENSIONS:

A “permit to construct” issued by the Department may be extended provided that the request for extension is prior to the date of expiration, as indicated on the previously approved plans, and there are no changes to the proposed project. This may include situations where construction of the project may or may not have started.

It is the responsibility of the applicant to properly extend their permit to construct prior to the expiration date on the site plans if construction has not been completed and as-built plans approved.

Procedure:

New plans in accordance with applicable requirements must be submitted for re-approval by the Department for an additional three (3) years. Permits will be extended only once and a new H.D. reference number will be assigned. Once an extension has expired, applicants must submit a new application.

FEE: Current Department Renewal Fee

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B) RENEWALS:

A “permit to construct” issued by the Department which has expired may be renewed, provided that there are no revisions to the proposed project, or changes in SCDHS standards.

If either occurs, then the project will be treated as a new application.

Procedure:

New plans in accordance with applicable requirements must be submitted for re-approval by the Department for an additional three (3) years. Permits will be renewed only once and a new H.D. reference number will be assigned. Renewals may not be extended.

For those projects where field inspections were completed within the lifetime of the permit, but final approval was not issued, paperwork will be continued under the original reference number but one renewal fee must be paid.

FEE: Current Department Renewal Fee

C) MODIFICATIONS/REVISIONS:

A “permit to construct” issued by the Department which is modified or revised will be treated as a new application. Modifications or Revisions may include but not be limited to the following:

- 1) An increase or decrease in total wastewater design flow.
- 2) The addition or relocation of a proposed sewage disposal or water supply system(s) which was not shown on the approved site plans.
- 3) A change in building(s) gross floor area(s) or location.
- 4) A change in the method of sewage disposal or water supply system(s) proposed serving the project.

Procedure:

New sets of revised plans showing all modifications together with new application forms will be submitted. Projects will be assigned a new reference number at the time of resubmission.

FEE: Refer to the “New Construction” schedule.

Some modifications may be made at the discretion of the Department without requiring new applications or fees. For these situations, revised plans must be submitted for approval by the Department.

D) TRANSFER OF PERMITS:

A “permit to construct” may be transferred to another applicant provided that the permit has not expired.

Procedure:

Applicants must submit a new application and transfer form. The H.D. Reference number and expiration date will remain the same.

FEE: Current Department Transfer Fee

Issued by: Stephen A. Costa, P.E., Chief  
Office of Wastewater Management