

**Village of Wellsville
Code Enforcement Office**

156 North Main Street, PO Box 591 Wellsville, NY 14895
585-596-1755

Date: _____ Permit #: _____

Parcel ID#: _____ Permit Fee: _____

BUILDING PERMIT APPLICATION

INSTRUCTIONS:

- a. This application to be filled in by typewriter or in ink and submitted in duplicate with two sets of plans and specifications to Code Enforcement Officer. **INCOMPLETE** applications will NOT be processed.
- b. The work covered by this application shall not be commenced before the issuance of a Building Permit.
- c. Upon approval of the Application, the Code Enforcement Officer will issue a Building Permit to the applicant and return one set of the Plans and Application. The Permit and approved Plans shall be kept on the premises during the progress of the work. Permit to be displayed street side.
- d. No building shall be occupied or used in whole or in part for any purpose until a Certificate of Compliance or Occupancy shall have been provided by the Code Enforcement Officer.
- e. All new construction of buildings, additions and alterations must comply with the New York State Uniform Fire Prevention and Building Code.
- f. Building Permits become null and void unless construction has been started within one hundred twenty (120) days of the date of issuance.

APPLICATION IS HEREBY MADE to the Code Enforcement Officer for the issuance of a Building Permit, pursuant to Local Law # 2 of 2015, for the building, addition, alteration, demolition or relocation as herein described. The applicant shall comply with all applicable laws, ordinances and regulations. The Code Enforcement Officer is granted permission to enter the property while the building permit remains open.

Permit Applicant Name: _____ Home Phone: _____

Mailing Address: _____ Bus. Phone: _____

_____ Cell Phone: _____

Property Owner if different from Applicant: _____

Mailing Address: _____ Phone: _____

Project Location: _____

Architect &/or Engineer Name: _____

Mailing Address: _____ Bus. Phone: _____

Prime Contractor/Builder Name: _____

Mailing Address: _____ Bus. Phone: _____

Insurance: *Workers Compensation is required for all projects. If you are claiming an exemption from the Workers Compensation requirement, you must file an application with the NYS Workers Compensation Board.*

<http://www.wcb.ny.gov/>

PROPOSED WORK

- | | | |
|---|--|---|
| <input type="checkbox"/> Construction of new building | <input type="checkbox"/> One family dwelling | <input type="checkbox"/> Attached garage |
| <input type="checkbox"/> Addition to building (size & use) | <input type="checkbox"/> Two family dwelling | <input type="checkbox"/> Attached garage |
| <input type="checkbox"/> Alteration to a building | <input type="checkbox"/> Multiple dwelling # _____ | <input type="checkbox"/> Attached garage |
| <input type="checkbox"/> Demolition of a building | <input type="checkbox"/> Commercial/Professional | <input type="checkbox"/> Other type occupancy _____ |
| <input type="checkbox"/> Installation of oil or gas burner, describe: _____ | | |
| <input type="checkbox"/> Installation of plumbing, describe: _____ | | |
| <input type="checkbox"/> Installation of generator, describe: _____ | | |
| <input type="checkbox"/> Installation of electric, describe: _____ | | |
| <input type="checkbox"/> Deck | <u>ACCESSORY BUILDING</u> | <input type="checkbox"/> Barn |
| <input type="checkbox"/> Roof / Re-roof | <input type="checkbox"/> One-car detached garage | <input type="checkbox"/> Shed |
| <input type="checkbox"/> Other work, describe: _____ | <input type="checkbox"/> Two-car detached garage | |
| | <input type="checkbox"/> Private storage building | |

Enter description of job here and attach mfr's. specifications and installation instructions for all equipment to be installed. _____

MANUFACTURED HOME – Must COMPLY with 2015 ICC Residential Code as amended by the 2017 NYS UCS - Appendix E

(Attach manufacturers' installation guide and floor plan)

Year: _____ Dimensions: _____ Foundation Type: _____ Skirting: _____

☐ Park ☐ Private Lot

NYS INSTALLER CERTIFICATE to be attached

SWIMMING POOL

☐ Above ground ☐ In-ground ☐ Hot Tub/Spa Size: _____

All pools capable of holding 24" inches of water or greater are required to have the following items:

☐ Fencing w/locking gate 48" high ☐ Pool alarm ☐ Electrical Installation w/cover ☐ Electrical Inspection

CHIMNEY/FIREPLACE (attach manufacturers' installation guide and floor plan)

☐ Erection of Chimney UL# _____ ☐ Installation of a Fireplace or Insert UL# _____

☐ Installation of Wood Burner UL# _____ Make of Stove/Fireplace/Insert _____

Estimated true value of construction: \$ _____

Dimensions of new structures _____ Area _____ sq. ft. _____

Dimensions of additions _____ Area _____ sq. ft. _____

Dimensions of alteration _____ Area _____ sq. ft. _____

ENERGY Information: MUST CERTIFY COMPLIANCE with the current Energy Conservation Code

(RES Check must be attached for new residential dwellings, additions / COM Check for new commercial structures, additions)

Heating source: _____-primary _____-secondary

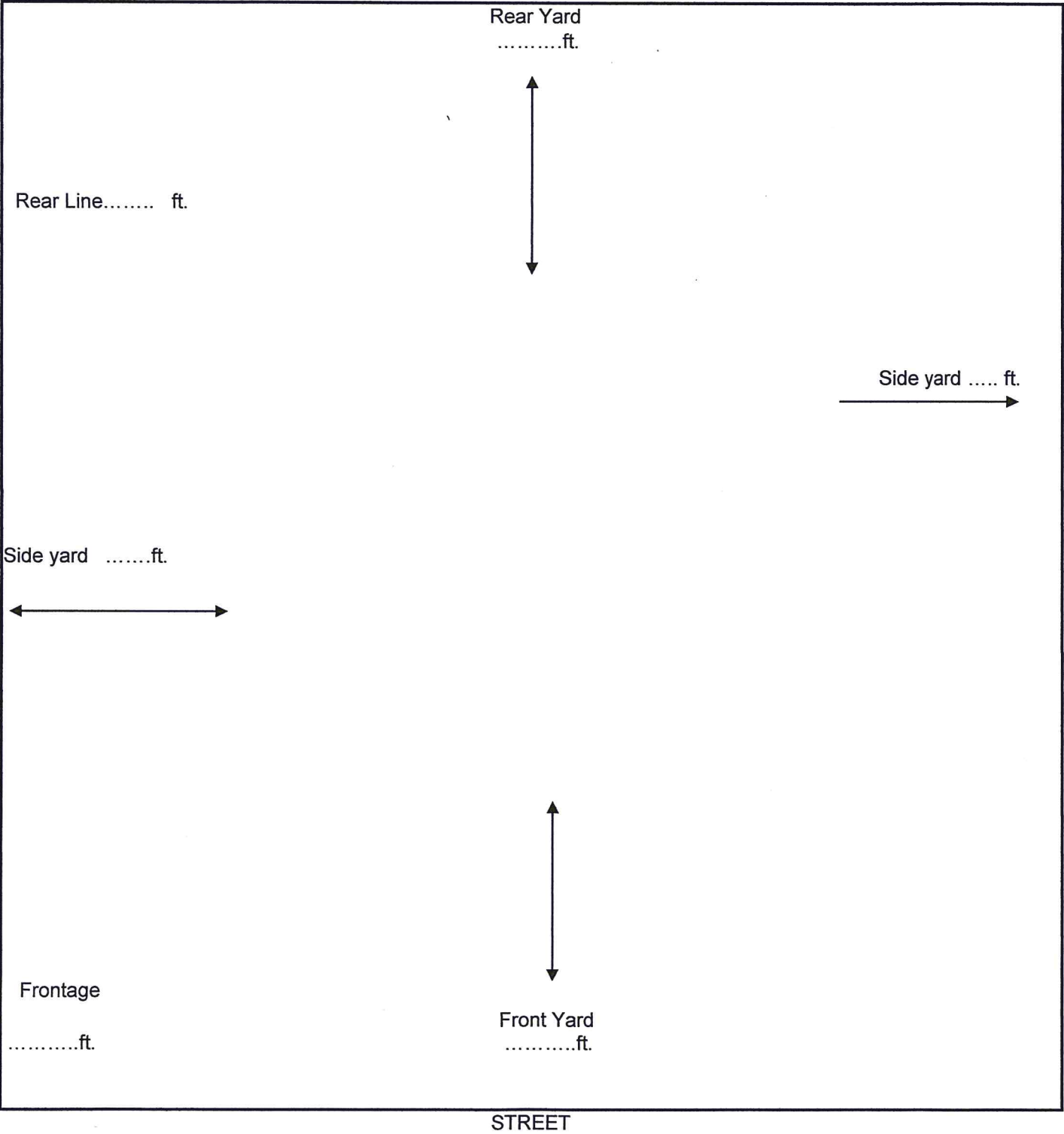
Water Supply: Municipal ☐ New Tap Needed

Sewage Disposal: Municipal ☐ New Hookup

Backflow Prevention Required ☐ if in doubt, check with the Code Enforcement or Public Works Department

PLOT DIAGRAM/SURVEY MAP

The plot diagram is required, showing location of all buildings, existing or proposed, together with dimensions from property lines, the surface elevation of front yard at the front wall of the principal building as related to the surface of the street or highway, lot number, street names and type of lot (interior or corner) and lot description



OTHER:

- A. The applicant shall notify the Code Officer of any changes, in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Building Code.
- B. A permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the uniform code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact connected with the application for the permit.
- C. A building permit shall expire one year (1) from the date of issuance or upon the issuance of a certificate of occupancy/compliance, whichever comes first. The permit may, upon **written request**, be renewed for an addition six (6) month period of time provide the permit has not been revoked or suspended at the time the renewal request is made. A fee of 50% of the initial premium charge will be applicable and should accompany the extension request.

REMINDER: Incomplete applications will not be processed. If you fail to attach requested specifications, installation instructions, drawings or details of the work to be performed, or do not include proof of your WC coverage or exemption forms, the application will be considered incomplete and will be returned.

CERTIFICATION:

I HEREBY CERTIFY THAT I AM THE _____ and that I am duly authorized to make and file this application; that all statements contained in this application are true to the best of my knowledge and belief, and that the work will be performed in the manner set forth in this application and in the plans filed herewith.

Signature of Applicant _____ Date: _____

Signature of Owner (if not Applicant) _____ Date: _____

In issuance of the permit the Village assumes no responsibility regarding the performance or quality of work, except as provided by law.

Make Checks Payable to: Village of Wellsville

Mail or Deliver to: Village Clerk
156 North Main Street
Wellsville, NY 14895

This application is hereby (APPROVED / DISAPPROVED) and permission is (Granted / Refused) for the construction, alteration, demolition of a structure as set forth above.

Code Enforcement Officer

Date