

Building Permit
Application

Town of Shelby

4062 Salt Works Road

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Medina, New York 14103-0348

585-798-3120

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What is a Building Permit?

A legal instrument allowing construction of a project.

Who can file for a Building Permit?

The applicant can be the owner, lessee, agent, architect, engineer, contractor or builder.

Why do I need a Building Permit?

The New York State Uniform Fire Prevention and Building Code requires municipalities to adopt regulations to assure that provisions of the code be met. Section 300 of the Zoning Ordinance of the Township states, "No building or structure shall be erected, enlarged, structurally altered or moved, no new use shall be established, and no building permit shall be granted pursuant to the Codes of New York State, until a zoning permit therefore has been issued by the Zoning Officer. No alterations to an existing building shall be made without a zoning permit, unless such alterations are exempt from a building permit pursuant to the Codes of New York State. No zoning permit, nor any certificate or compliance pursuant to the Codes of New York State, shall be issued for any building where said construction, addition, alteration, moving or use thereof would be in violation of any of the provisions of this Zoning law, or where any necessary Town Planning Board Subdivision approval has not been granted".

Procedures to obtain a Building Permit:

This Application for a Building Permit is available through the Town Clerks Office. A permit cannot be issued without sufficient information provided with the application: such as, but not limited to:

1. The application must be complete.
2. A site plan showing the location of the proposed building and any existing buildings on the property with dimensions between buildings and property lines and/or any existing buildings.
3. Plans and specifications showing sufficient detail to determine whether the proposed structure meets code requirements.
4. The appropriate fee must be paid.
5. Orleans County Health Department approval may be required for water and sewer systems.

Will I need to have the work inspected?

Provisions will be made for:

- A. Construction inspections where a Building Permit has been issued, at such time during the course of construction as will permit the observations of the
 - Foundation
 - Heating Systems
 - Structural Elements
 - Insulation
 - Electrical Systems
 - Water and Sewer Systems
 - Plumbing Systems
 - Exit Features
- B. A Certificate of Occupancy or a Certificate of Compliance is required prior to its use.
- C. Fire safety inspections of areas of public assembly.
- D. Fire safety inspections of multiple dwellings and non-residential occupancy.
- E. In response to a bonafide complaint regarding conditions or activities allegedly failing to comply with the Uniform Code.

What will the permit cost?

A fee schedule has been adopted by the Town Board and is amended from time to time to reflect changing costs of administration and enforcement. Refer to the back page of this brochure for details.

Will other permits for other agencies be required?

This depends on the nature of the project. It is best to call any/or all agencies when a question of jurisdiction is involved.

What is a Certificate of Occupancy?

A legal document issued by these agencies evidencing compliance with the Uniform Code. A Certificate of Compliance is issued when the work done was of a nature that a Certificate of Occupancy would not be appropriate, ie. the installation of a wood stove, etc.

APPLICATION FOR A BUILDING PERMIT

IMPORTANT NOTICES - READ BEFORE SIGNING

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Prevention and Building Code of Ordinances of the Township, and all other applicable codes, rules or regulations.
2. **It is the owner's responsibility to contact the Code Enforcement Officer at the number listed on the front cover of this application at least 24 hours prior to inspection.** This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical work or insulation later covered by a wall). **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING PURSUANT TO THIS PERMIT. **PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).**
4. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless current valid Worker's Compensation and Disability Insurance certificate are attached to this application or are on file with the Bureau of Fire Prevention and Inspection Services.
5. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
7. This permit does not include any privilege of encroachment in, over, under, or upon any street or right-of-way.
8. The building permit form must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I, _____ the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

Signature

Date

Part 1: Required General Information

*Note: An incomplete application may delay the timely issuance of your permit.
Please enter "N/A" in any section that is not applicable.*

1) Project Location and Information:

Number and Street Address: _____

Tax Map Number: _____

Current use of the property/building: _____

Proposed use of the property/building: _____

2) Owner Identification

Owners Name(s): _____

Owners Street Address: _____

City, State, Zip: _____

Owners Phone # Days and nights: _____

Unlisted phone numbers will be kept confidential

3) Type of Construction or Improvement

New Building - Proposed use is: _____

Conversion - Current use is: _____

Addition Alteration Repairs/Replacement

Relocation Demolition Misc. Structure or Equipment

4) Description of Project: _____

4) Estimated Cost of Project:

If work to be performed by contractor \$ _____. Work to be performed by owner \$ _____.

Part 2: Designers and Contractors

Architect/Engineer

Name: _____

Street: _____

City/St/Zip: _____

Phone: _____

Owner / Contractor

Name: _____

Street: _____

City/St/Zip: _____

Phone: _____

Part 3: Project Location & Details

Please attach a sketch.

- 1) Location of the proposed structure or addition showing the number of stories and all exterior dimensions.
- 2) The depth of the proposed foundation or footers.
- 3) The maximum percentage of the lot to be covered by building(s).
- 4) Storm water compliance.
- 5) Pool drainage plan .

Part 4: Insurance Coverage

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1,2,3 or 4 Family, Owner-occupied Residence, Commercial

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3, or 4 family, owner-occupied residence (including condominiums) listed on this building permit that I am applying for, and I am not required to show specific proof of workers' compensation Insurance coverage for such residence because (please check the appropriate box):

- I am performing all of the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is (are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the job site) for which the building permit was issued.

I also agree to either:

- Acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the N.Y.S. Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the job site) for work indicated on the building permit; **OR**
- Have the general contractor, performing the work on the 1, 2,3. Or 4 family, owner-occupied residence, commercial or business, (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from the coverage on forms approved by the Chair of the N.Y.S. Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the job site) for work indicated on the building permit.

X

Signature of owner	Date	Owner's Names <i>Printed</i>	Telephone Number

Property Address that requires this building permit

Sworn to before me this _____ day of _____,	_____ <i>(County Clerk or Notary Public)</i>
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Insurance provided by (check one): Contractor Owner.

Insurance Co.: _____ Policy # _____ Exp. date: _____

Continue on next page - do not write below this line on this page - Official use only.

Application Date: _____ **Exp. Date:** _____ **Permit Number:** _____

Special approval needed by: Zoning Board Planning Board None Fee: \$ _____

Approved Disapproved Date: _____ Officer Signature: _____

Explanation or reason for disapproval: _____

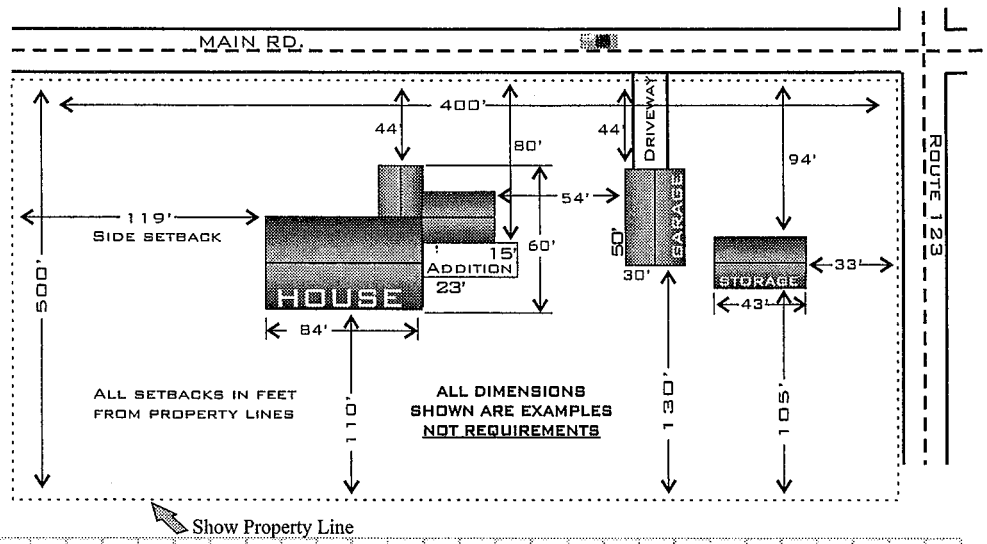
Part 5: Site Diagram

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all yard dimensions from property lines. Give identifying information or deed description, show street names.

Lot lines need not be scaled

All applicants may need to supply:

- 1) A survey map or copy thereof.
- 2) Blueprints or drawings.
- 3) Health Department Perk Test & approved plans, if required.
- 4) Site plan as shown here.
 - a) Show Well & Septic if applicable
 - b) Show Leach Lines
 - c) Distance between bldgs



Indicate North