

**VILLAGE OF ALLEGANY  
APPLICATION FOR A BUILDING PERMIT**

106 East Main Street  
Allegany, NY 14706  
Phone 716-373-1460  
Fax 716-373-4388

FEE: \_\_\_\_\_

**SECTION 1 – PROPERTY APPLICANT AND OWNERSHIP INFORMATION**

1.1 Print name of applicant \_\_\_\_\_ Home Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Business Phone \_\_\_\_\_

\_\_\_\_\_ Cell Phone \_\_\_\_\_

\_\_\_\_\_ Email Address \_\_\_\_\_

1.2 Check whether applicant is owner \_\_\_\_, lessee \_\_\_\_, agent \_\_\_\_, architect/engineer \_\_\_\_, builder \_\_\_\_

1.3 If Commercial or Industrial-name of business \_\_\_\_\_

Name and address of owner of premises if different than applicant \_\_\_\_\_

1.4 If owner or applicant is a corporation, give name and title and signature of duly authorized officer.

\_\_\_\_\_  
Name and Title of Corporate Officer

\_\_\_\_\_  
Signature

**SECTION II – SITE INFORMATION**

2.1 LOCATION (address of proposed work) \_\_\_\_\_

**SECTION III – DESCRIPTION OF PROPOSED WORK**

3.1 Please Check One

\_\_\_ Construction of a New Building

\_\_\_ Demolition to a Building

\_\_\_ Addition to a Building

\_\_\_ Other Work

\_\_\_ Alteration to a Building

ESTIMATED COST: \_\_\_\_\_

3.2 Brief description of scope of project:

\_\_\_\_\_  
\_\_\_\_\_

3.3 If project is a business, commercial or mixed occupancy, specify nature and extent of each type of use \_\_\_\_\_

3.4 Name of Architect or Engineer \_\_\_\_\_ Address \_\_\_\_\_  
Phone Number: \_\_\_\_\_

3.5 Name of Contractor \_\_\_\_\_ Address \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**SECTION IV-ATTACHMENTS REQUIRED TO THIS APPLICATION**

4.1 Proof of Worker's Compensation and Disability (not liability) insurance or proof of exemption of person (s) performing construction is required before a permit is issued. (See "Acceptable Insurance Forms".)

4.2 If applicant is not owner of premises, a signed agent authorization from must be included with application.

4.3 Two (2) site/plot plans showing placement of proposed construction; distances to property lines and to other structures must be indicated as well as placement of well and septic system whether new or existing systems. Driveway length and width must be indicated.

a. These plans may need to be sealed and signed by a NYS licensed professional engineer or architect per the NYS Education Law. This may not apply to residential buildings of a gross floor area of fifteen hundred (1,500) square feet or less (exterior dimensions), nor alterations to any building or structure costing twenty thousand dollars (\$20,000) or less which does not involve changes affecting the structural stability and/or public safety thereof. (There may be circumstances when "stamped" plans may be required regardless of size or cost.)

b. Any changes prior to or during construction will require submittal of amended plans (review and re-approval are necessary).

**SECTION V – YOUR ACKNOWLEDGEMENTS, AGREEMENTS AND SIGNATURE**

5.1 I agree to comply with all applicable laws, ordinances and regulations, including but not limited to zoning, subdivision regulations and cleared or title restrictions.

5.2 I acknowledge no construction activities may be commenced prior to issuance of a valid permit by reason of applicable law. I certify that the application, plans, and supporting materials, to the best of my knowledge, are a true and complete statement/description of the work proposed, that all work will be performed in accordance with the New York State Uniform Fire Prevention and Building Code and the New York State Energy Code.

5.3 I acknowledge that prior to occupying the facilities proposed, I or my agents will obtain a certificate of occupancy or completion. I acknowledge it is my or my authorized agent's responsibility to call for all required inspections.

5.4 I agree to allow access to the property for inspections.

5.5 I acknowledge that nothing contained in this permit shall be construed to satisfy any legal obligation of the applicant to obtain any governmental application or permit from any entity other than the Village of Allegany.

**5.6 APPLICANT HAS BEEN MADE AWARE THAT NEW YORK STATE REQUIRES AN ASBESTOS SURVEY PRIOR TO ANY WORK PERFORMED.**

DATE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

## PERMIT REQUIREMENTS

Residential plans must include all of the following that apply. Additional information may be required during permit and project process. Please read the requirements completely, and call or visit the office for help.

Per the NYS Education Law plans submitted must bear the seal and authorized signature of a New York State licensed professional engineer or architect. This shall not apply to residential buildings of a gross floor area of fifteen hundred (1,500) square feet or less (exterior dimensions), nor alterations to any building or structure costing twenty thousand dollars (\$20,000) or less which does not involve changes affecting the structural stability and/or public safety thereof. (There may be circumstances when "stamped" plans may be required regardless of size or cost). All other plans may need to be sealed and signed by a New York State licensed professional engineer or architect and contain design criteria.

1. Energy Code Compliance
2. The 2 sets of plans or drawings must be signed or initialed by the Village Code officer. They shall include Elevations, floor plans, and cross sections of the construction.
  - Elevations must show grade and height dimensions from grade to porches, decks, doors, windows and roof lines.
  - Floor plans must have rooms labeled as to their use (e.g. bedroom, living room, etc.), smoke detector and carbon monoxide alarms labeled and placement shown, and fixtures labeled
  - Window and door header spans and sizes must be labeled
  - Type of heat, insulation values of basement walls or floor joists, walls, ceiling or roof, windows and doors must be shown
  - Landing, stair, handrail and guard information for all interior and exterior locations must include stairway width, riser height and tread depth dimensions, handrail and guard height and opening dimensions
  - Window and door sizes must be shown and a window and door schedule included showing clear opening sizes and square footage of required egress components. Egress windows must be labeled. Minimum natural light 8% and ventilation 4% must be met. Indicate door swing.
  - Indicate and label any heating appliances (e.g. fireplaces, woodstoves, pellet stoves, etc.)
  - Any fire resistance construction must be noted on the plans (e.g. between garage and habitable space, fire walls, party walls, fire rated doors, etc.)
  - Depth and width of footings, how far below grade they are placed, any required rebar
  - Depth, width and spacing of piers, how far below grade they are placed
  - Thickness of slabs and any required reinforcement
  - Foundation walls (indicate type of wall, size of block or width of poured wall) and any required rebar
  - Indicate height of backfill in feet to be against foundation wall or piers
  - Indicate all required decay resistant wood
  - Carrier beams, ledger boards and/or girders with their dimensions, any required flashing and how they are fastened
  - Size of floor joist, how many feet the joist is spanning, and how many inches on center they will be placed
  - All manufactured lumber (e.g. TJI's, LVL's, etc.) spec and layout sheets may be required
  - Size of exterior wall studs and how many inches on center they will be placed
  - Size and span of ceiling joists, how many inches on center they will be placed

- Size and span of roof rafters, how many inches on center they will be placed, pitch of roof and collar tie placement
- If trusses are to be used, indicate this (engineered truss spec sheets will be required prior to framing inspection and layout sheets will be required)
- Ceiling heights must be indicated including stairway headroom clearance

#### **ELECTRICAL**

- Any new electrical wiring shall be inspected by a certified electrical inspector.

#### **PLUMBING**

- All plumbing shall comply with all state and local plumbing codes, and shall be inspected by the plumbing inspector. All plumbing contractors shall complete an affidavit per job showing the plumbers and their titles who will be working on the job. All new installations, all commercial work, and all work between the main and structure (disconnects, repairs, new installations, etc.) shall be performed by a licensed plumber (list available) unless otherwise specified by the Plumbing inspector. All master plumbers and journeyman plumbers shall be licensed each year. We recommend you contact the Department of Public Works prior to any new development/purchase to insure there is adequate water and sewer mains available. Extending these lines can be costly, one that the property owner may be responsible for.

#### **DEMOLITION**

- Partial demolition may be filed through a building permit application if demolishing a portion of the structure and rebuilding. Demolition of a full structure requires a separate application and permit is good for sixty (60) days and only one (1) extension of thirty (30) days may be granted by the code officer. You are required by law to call UFPO two (2) working days before you do any digging-call 1-800-962-7962. All demolition projects require an asbestos survey and if asbestos exists, a letter showing its safe and proper removal is required. Public Right-of-Ways-The Common Council and the Department of Public Works must approve any encroachment in the public right of ways. Such as curb cuts, signs, driveways and etc.

#### **HANDICAP REQUIREMENTS**

- All new construction or alterations of 50% or more pertaining to commercial buildings, multi-family dwellings, etc. requires handicap accessible requirements. Changing a use may also require handicap accessible requirements, please inquire.

#### **SITE PLAN REQUIREMENTS**

- Any/all new construction or expansion exceeding 500 sq. ft. requires approval for such construction by the Planning Board before a permit may be issued. Three (3) copies of the site plan and supporting documentation shall be submitted to this office. This involves all new development or land use activities within the Village.

#### **HOME OCCUPATION PERMIT**

- Shall be required when an accessory use which is clearly incidental to or secondary to the principal residential use of a dwelling unit and does not change the character thereof, and is carried on wholly within the enclosed walls of a dwelling unit or accessory building by the resident of such dwelling unit and in which not more than one person not residing in such dwelling is employed. Such application for request shall go before the Zoning Board of Appeals to determine whether a permit will be granted.