



**Town of Alden**

Building Department 3311 Wende Road  
Alden, New York 14004  
(716) 937-6969 ext 4  
Website: [www.alden.erie.gov](http://www.alden.erie.gov)  
Email: [Building@erie.gov](mailto:Building@erie.gov)

**APPLICATION FOR REPLACEMENT OF WINDOWS AND/OR ROOF**

Date: \_\_\_\_\_ Permit No. \_\_\_\_\_

Permit Renewal: \_\_\_\_\_

Application is made to replace: Windows \_\_\_\_\_ Roof \_\_\_\_\_ on premises owned by \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ in the Town of Alden, Erie County, New York.

MAP No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_

\_\_\_\_\_ **WINDOWS:** Number to be replaced \_\_\_\_\_

\_\_\_\_\_ **ROOF:** % of total roof \_\_\_\_\_ Number of current roofs on structure \_\_\_\_\_

**CONSTRUCTION MATERIALS:**

**WINDOWS:** Type \_\_\_\_\_

**ROOF:** Shingle Type \_\_\_\_\_

Rafters \_\_\_\_\_

Decking Material \_\_\_\_\_

ESTIMATED COST: \$ \_\_\_\_\_ Approximate Start Date: \_\_\_\_\_ Approximate Completion Date: \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_  
NAME ADDRESS PHONE

Insurance Expiration Date: \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_  
NAME MAILING ADDRESS PHONE

Permit Issue Date: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_ Permit Fee ..... \$ **25.00**

Permit Renewal Date: \_\_\_\_\_ Total Fee Received .....\$ \_\_\_\_\_

Approved by: \_\_\_\_\_  
Scott Pease Code Enforcement officer

Check # \_\_\_\_\_  
Cash: \_\_\_\_\_

**IMPORTANT! SEE OTHER SIDE!**

All permits are granted subject to requirements of the Town of Alden Zoning Ordinances, a copy of which may be obtained at the Town Hall. See reverse side for recommendations.

**CALL (716) 937-6969 ext 4 TO SCHEDULE INSPECTION: (1) WHEN ICE SHIELD HAS BEEN APPLIED TO ROOF (2) WHEN PROJECT IS COMPLETE.**

**Additional Requirements:**

1. Contractor or owner is responsible for keeping streets free from mud, stones and construction debris.
2. Construction Debris- All debris related to alterations, additions or new construction shall be deposited in a container and removed periodically as conditions warrant. Debris may not be burned or buried.
3. New York State Uniform Fire Prevention & Building Code applies.
4. No construction is allowed over or under Utility Company lines, Pipeline Company transmission lines or septic systems.
5. Contractors to furnish Certificates of Insurance for Workman's Compensation coverage to the Town of Alden. ACORD forms are no longer acceptable proof. Please notify agent that a C-105.2 form is necessary.
6. Owners performing construction themselves must sign an Affidavit of Exemption that they are not required to show proof of Worker's Compensation Insurance.
7. Ridge and soffit vents are required on all heated buildings.
8. Roof – Ice shield should be at least 24" inside exterior wall line of building. Requires inspection.
9. Roof- Asphalt shingles to be a minimum 235#, Fiberglass 215# both with 15# felt.
10. Roof – Maximum two layers
11. All windows to be double glass, including basement.
12. Every bedroom and basement with habitable space shall have at least one emergency and means of egress with an opening of a minimum of 5.75 square feet.
13. Chimneys to extend 2 feet above nearest roofline within 10 feet.
14. Insulation is required in hollow areas of framing, in corners and where interior portions attach to exterior walls.
15. Amount of insulation is to be determined by the amount of glazing and type of heat.
16. Construction or modification of places of public assembly will be subject to approval by the N.Y. State Department of Labor.
17. Design specifications must withstand 80mph wind.