

Town of Newstead

5 Clarence Ctr Rd.
Akron, NY 14001
Tel: (716) 542-4574
Fax: (716) 542-3702
E-mail:

dmiller@townofnewstead.com

Web Site:
www.erie.gov/newstead

Building Permit Application



SBL#

for office use only

PERMIT NUMBER

- Plans (1 set) + digital
- Survey
- General Liability
- Worker's Comp
- Disability
- OR**
- Homeowner Affidavit

NAME OF OWNER: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

*Please check all boxes that apply to your project

New Structure* Res Comm Addition* Res Comm Pole Barn

Alteration* Res Comm Conversion* Res Comm Deck

Other: _____ Shed > 144sf+

COST OF PROJECT: \$

Project Property Address: _____

If this is a residential structure, is it pre-1978 construction? Yes No

If so, is lead present? Yes No

Description of Proposal: _____ Dimensions of Project: _____ x _____

Area: _____ square feet

Parcel width: _____ Parcel depth: _____ Is parcel in a *Flood plain*? Yes No or *Wetland* Yes No
(If parcel is in a floodplain, please complete Floodplain Development Permit)

Property Zoning District: _____ Property Class: _____ Occupancy Class: _____

Electrical Work to be done? Yes No Electrical must be inspected by Commonwealth, Empire, NY Electrical, IECNY, NY Atlantic

FOR OFFICE USE ONLY:

PERMIT FEE:

\$

Approvals:

Town Board Date: _____
 Zoning Board of Appeals Variance Date: _____

Cash _____ Check # _____ Credit _____
(Check payable to "Town of Newstead")

Building Inspector:

Approved Disapproved

Permit Issued on: _____
(Work must commence within 6 months)

Signature: _____ Date: _____
David Miller

Permit Expires in 12 months: _____

Permit Renewal approved by Code Enforcement Officer
(Renewal Subject to NYS Code Changes)

Signature: _____ Date: _____
David Miller

Permit Renewal Expires in 6 months: _____

TOWN CLERK STAMP CASH OR CREDIT

Received by Property Owner _____ Contractor _____

CONTRACTOR INFORMATION:

Contractor/Company: _____

Contact Name: _____

Phone Number: _____

Contractor Address: _____

City: _____ State: _____ Zip: _____

Contractor E-mail Address: _____

Alternate Phone Number: _____

Architect Name: _____

Phone Number: _____

Architect Address: _____

City: _____ State: _____ Zip: _____

Architect E-mail Address: _____

Alternate Phone Number: _____

Certification of Statements:**NOTE: Commencement of construction shall not begin until this application is completed, approved and signed by the Building Inspector**

The applicant(s) hereby affirm that the above information is accurate and complete to the best of their knowledge and he/she /they is/are the title owner(s) of the property or has/have been authorized by the title owner(s) to make this application.

I/We hereby certify that I/we are title owner(s) of the property identified in the above application that the applicant(s) named is/are authorized to make the application described herein.

Applicant Signature_____
Date_____
Owner Signature_____
Date_____
Applicant Name Printed/Typed_____
Owner Name Printed/Typed**RESIDENTIAL BUILDING STYLE:**

____ranch ____raised ranch
 ____split level ____cape cod
 ____colonial ____contemporary
 ____mansion ____cottage
 ____log cabin ____duplex
 ____old style ____other _____

EXTERIOR WALL MATERIAL:

____Wood ____Stucco
 ____Brick ____Stone
 ____Aluminum/Vinyl
 ____Composition
 ____Concrete

HEATING TYPE/MECHANICAL

Central Air Yes No ____ Fireplace
 ____ Hot Air wood gas
 ____ Hot Water/Steam ____ Elevator
 ____ Electric ____ Alarm
 ____ Other: _____ Sprinkler ____ %
 Back-up Emergency Power Yes No

NUMBER OF BATHS: # ____ Full
 # ____ Half

NUMBER OF BEDROOMS: # _____**FUEL TYPE:**

____ Oil ____ Electric ____ Wood
 ____ None ____ Solar ____ Coal
 ____ Gas/Propane ____ Natural ____

BASEMENT/FOUNDATION

____ Pier/Slab ____ Partial ____ Full
 ____ Crawl Ceiling Height _____
 Finished Basement Yes No

PORCH TYPES:

____ Open ____ Covered
 ____ Screened ____ Enclosed
 ____ Upper ____ Lower
LEAN TO: ____ roof only ____ with slab

BARN # Stories _____

____ Pole ____ Horse
 ____ General ____ Farming

SHED size _____ x _____

____ Wood ____ Metal

GARAGE # Stories _____

____ Attached ____ Detached

BUILDING HEIGHT:

____ Feet _____ Inches

FLOOR TYPE

____ Gravel
 ____ Concrete
 ____ Dirt
 ____ Wood

CALL BEFORE YOU DIG**UFPO****1-800-962-7962 or dial 811****for utility stakeout locations****NOTICE TO BUILDING PERMIT APPLICANTS**

An asbestos survey is required for all renovation, remodeling, repair and demolition of all interior and exterior building materials per NYS Industrial Code Rule 56. For further information, please see the NYS website at www.labor.ny.gov

INFORMATION REQUIRED FOR NEW STRUCTURES

(Including: Homes, Additions, Renovations, Commercial, Buildings over 1000 sq ft)

- If recently subdivided, provide proof of subdivision plat filing with Erie County Clerk.**
- Water District #5, #7A or #10....If you desire public water, instead of a well, Lateral Restriction Policy Hardship Application is required.**
- If building in floodplain, must survey to Flood Damage Prevention Code-Chapter #202 and get a permit.**

ALL Boxes Must be checked and handed in at the same time

- Proof of ownership if you recently acquired property (i.e., provide copy of closing document).
 - Erie County Health Dept Approval: <http://erie.gov/health> . ECHD no longer designs septic systems. You must obtain house # from the Assessor, and it must be visibly posted on construction site.
 - Driveway permit. Town roads require permit be reviewed + approved by Town Highway Superintendent. County roads require a permit from Erie County Highway: 759-8328.
 - Soil certification by design professional.
 - Plan Review Checklist....completed by a design professional.
 - Engineered Drainage Plan/Survey: Runoff collection must be illustrated by showing proposed building plotted on this plan, and including first floor elevation, *both existing and proposed spot elevations*, wetlands, floodplain, ditches, waterways and swales.
 - (1) set of building plans–stamped; materials description + specs (include 1 full-sized set) AND a digital copy emailed to jbrady@townofnewstead.com
 - Energy Calculations (ResCheck or MecCheck)
 - Builder’s Certificates of Insurance (Liability, Disability, Worker’s Comp) naming the Town of Newstead, PO Box 227, Akron, NY 14001 as Certificate Holder.
 - Building Permit application completed and signed.
- AFTER BUILDING PERMIT IS APPROVED***
- Payment of building permit fee.
 - Foundation spot survey submitted prior to beginning framing

Applicant is responsible for scheduling all inspections, including Final Certificate of Occupancy or Completion. Call Building Dept. at 542-4573, Option 4 to schedule 24 HOURS in advance.

IMPORTANT INFORMATION

1. Contractors must submit acceptable Certificate of Insurance for Worker's Compensation, Disability and General Liability coverage naming the Town of Newstead, 5 Clarence Ctr Rd., Akron, NY 14001.
2. Property owners performing construction themselves must sign an Affidavit of Exemption from Worker's Compensation Insurance.
3. Electrical inspection is required by one of the following;
 - a. Commonwealth Electric at 716-316-7091
 - b. Empire Inspections at 585-798-1849
 - c. New York Electrical Inspection Agency 585-436-4460
 - d. Excelsior Electrical Inspection Services 716-676-6385
 - e. NY Atlantic Inland Inc. 607-753-7118
4. Exterior work requires survey/site plan showing existing and proposed structures, location of existing or proposed well/septic system, location of intended work, and distances between structures and lot lines.
5. Drainage Site Plan may be required for all buildings.
6. No construction over or under utility lines, pipeline company transmission lines or septic systems.
7. Prior to any construction or excavation, Dig Safe of New York must be contacted at 811 or 800-962-7962.
8. This permit shall not be construed as a representation that the property is suitable for construction or that approval from the D.E.C., E.P.A. or the ACOE will be forthcoming for the property.
9. Plans and specifications must be prepared by a licensed professional where required and be acceptable under the State Energy Conservation Construction Code provided such Engineer or Architect has certified that the plans and specs have been prepared by him and are in compliance with New York State Building Code. Construction plans and documents are to be accessible to CEO and kept on project site.
10. The Town of Newstead has adopted the New York State Uniform Fire Prevention & Building Code.
11. This permit may be subject to requirements for making facilities handicapped accessible.
12. First floor grade elevation must be a minimum of 18" above the crown of the road.
13. Septic systems and water wells must be inspected and approved by Erie County Health Department (858-7677).
14. Back-flow preventers are required on all public water services as per New York State Sanitary Code.
15. Driveway: stone base in driveways to be in place prior to construction start. Contractor or owner is responsible for keeping streets free from mud, stones and construction debris.
16. For projects involving over an acre of soil disturbance: The requirements of the New York State Dept. of Environmental Conservation (DEC) SPDES General Permit for Stormwater Discharges from Construction Activity (Permit No. GP-0-08-001) must be met prior to issuance of building permit.
17. Before temporary or final Certificate of Occupancy is issued, 4" house number must be prominently displayed on mailbox AND on building along with proper placement of **truss identification signs**.
18. Structure is not to be occupied or used prior to Certificate of Occupancy or Certificate of Completion.
19. 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 and will not be picked up by the Town's refuse service.
20. Provide statement of special inspections prepared in accordance with provisions of the Uniform Code, where applicable.

Call 24 hours in advance to schedule inspections at 542-4573 option 4. You are responsible for scheduling inspections.

REQUIRED INSPECTIONS

DECKS, POLE BARNs, LEAN-TO'S, PERGOLAS, SHELTERS

Post hole prior to filling with concrete

Electrical inspection, if applicable, by Commonwealth (316-7091) or Empire (585-798-1849)

Final

GARAGE

Footing BEFORE pouring concrete

Foundation

Framing

Final

PRE-FAB SHED

Final

NEW HOME, ADDITION OR REMODEL

Site inspection prior to permit issuance (may need culvert)

Footing/Postholes BEFORE pouring concrete

Basement walls BEFORE pouring concrete

Foundation BEFORE backfill

Heating, ventilation and A/C BEFORE insulation

Electrical BEFORE insulation

Framing BEFORE insulation (includes rough plumbing/wet test, HVAC, electrical)

Fireplace BEFORE insulation

Insulation BEFORE enclosing

Final plumbing + mechanical

FOUNDATION SPOT SURVEY for new homes (stamped by a Surveyor)

Water line inspection – call Jim Akin, Water Superintendent at 308-9762)

Plumbing BEFORE insulation

Electrical inspection by one of the following approved Electrical Inspectors:

- Commonwealth (316-7091)
- Empire (585-798-1849)
- New York Electrical Inspection Agency (585-4366-4460)
- Excelsior Electrical Inspection Services (716-676-6385)
- NY Atlantic Inland Inc. 607-753-7118

Final inspection for Certificate of Occupancy

KnoxBox for new commercial properties

POOLS

Electrical inspection by one of the approved electrical inspectors listed above

Final

ROOF

Ice Shield

Final

**Call the building department
when the project is finished –
716-542-4573 option 4**