

**BUILDING PERMIT
RESIDENTIAL**

New Build ☐ **Addition** ☐

Application Date: _____

Expiration Date: _____



Permit# _____

Application _____

Zone: _____

Permit Fee: _____

Town of Newfane
Building Inspector/Code Enforcement
2737 Main Street
Newfane, NY 14108
(716)778-5947 ext. 106
www.townofnewfanenys.gov

INSTRUCTIONS

The undersigned hereby makes application for the work indicated on this form and required documentation. This application is to be reviewed by the code enforcement official, whose review will be based on the supplied documentation. The permit will be issued when:

- All the following notes are addressed.
- Contractors' insurances are on file.
 - Permit fees are paid.
- *Incomplete applications will not be accepted*

COMPLETE PERMIT PACKAGE CHECKLIST

- | | | |
|---|--|---|
| ☐ Completed Application | ☐ 2 sets of stamped architectural plans | ☐ Contractor insurances |
| ☐ Proposed plot plan | ☐ Energy conservation statement | ☐ Truss Stamped Drawings |
| ☐ NYS Residential Check List | ☐ New Home's soil bearing test | ☐ Sewer Approval |
| | | ☐ Sewer or Water hook up |

APPLICATION INFORMATION

Address of Job Site _____

Work Start Date _____

SBL _____

Estimated Value of Work _____

Nature of Work: ☐ New Construction ☐ Renovation ☐ Addition

Of a: ☐ One family home ☐ Two Family ☐ Multiple dwelling

OWNER'S NAME _____

OWNER'S MAILING ADDRESS _____ **Phone#** _____

CITY/STATE/ZIP _____ **Email** _____

CONTRACTOR _____ **Phone #** _____

CONTRACTOR ADDRESS _____ **Email** _____

The building permit information is hereby made to the building department for the issuance of a building permit pursuant to the Building Codes of New York State for the construction of buildings, additions or alterations as described. **The applicant agrees to comply with all applicable laws, ordinances, regulations and will call for inspections as stated on the back of the Building Permit Poster. The building shall not be occupied in whole or in part for any purpose whatsoever until a CERTIFICATE OF OCCUPANCY has been issued by the building inspector.** The building permit is valid for one year from the date on the building permit. The fee to renew the building permit is 50% of the original building permit.

BUILDING OWNER CERTIFICATION

To be signed by owner (if not applicant) submit by signed letter

I, _____, hereby certify that I have full knowledge of the proposed work as described herein and take no exception to such activity. I understand I cannot occupy or use area of work until completed and final certificates are issued by the Town of Newfane. I further understand it is ultimately my responsibility that the project meets the NYS Uniform and Building Codes and the local Zoning code.

Signature of Owner/title: _____

PROJECT DATA AND CONTACT INFORMATION

Dimensions: First Floor _____ Second Floor _____ Finished Basement _____

Garage _____ Porches _____ Decks _____

Number of Bed/Bathrooms: Bedrooms _____ Bathrooms _____ Fireplace: ☐ Gas ☐ Solid Fuel Appliance

Setbacks: Front _____ Right Side _____ Left Side _____ Rear _____

Sanitary system: ☐ Sewer ☐ Septic New Hookup: ☐ Yes ☐ No

Water Supply New Hookup: ☐ Yes ☐ No

Contact person on site: _____ Phone: _____

See information on Water/Sewer.

Please pay tap fees after being issued a building permit to ensure availability of building materials and to get on the schedule.

WATER TAP FEES

1" Tap \$500.00 plus materials

1 ½" Tap \$500.00 plus materials

2" Tap \$500.00 plus materials

When the water main is on the opposite side of the road, any cost associated with getting the water service under the road at minimum of 4 ft. will be billed to the homeowner.

SEWER TAP FEES

Regular 4" Tap \$1,000.00 with the sewer main on the same side of the road as the building.

When the sewer main is on the opposite side of the road, any cost associated with getting the sewer lateral under the road at grade will be billed to the homeowner.

Gasketed SDR 35 pipe & fittings are required in the Town of Newfane and no glue joints underground.

Tapping fees are to be paid at the water billing office at the time of obtaining a building permit. Services will be installed after payment has been made. Billing will begin when the water meter is installed. The water meter will not be installed until a dual check valve and expansion tank have been installed according to the Town Codes.

It is the responsibility of the property owner to provide adequate drainage of surface water from their property. Such drainage shall not be the cause of drainage problems for the neighboring properties. The Town of Newfane assumes no drainage responsibilities on private property.

Garbage

Garbage units will be added to each parcel upon the issue of a Certificate of Occupancy.

Garbage and Recycle totes are available to purchase through the Water Office.

Please ask Water Department Clerks for all the details.