

Town of Clarence Residential Addition Permit Processing Requirements

1. **Property survey** – A copy of property survey with proposed location of addition.
2. **Soil Testing** – Required for any addition to home.
3. **Building plans** - three complete sets, one stamped with original legible Engineer or Architect Seal (State of New York), as required by State Law and /or the Town of Clarence.
4. **New York State Energy Requirements** - with legible Engineer or Architect Seal, Dated and Stamped - Effective January 1, 2008.
5. **Plumbing** - Plumber for both inside and outside work **must** be licensed with the Town of Clarence. Plumber to sign permit in Building Department Office.
6. **Erie County Health Department** approved paperwork for septic systems only if increasing the number of bedrooms.
7. **General Contractors** that are **not** the Homeowner will require Worker's Compensation unless they have a WC/DB 100 Form filled out properly with the Worker's Compensation Office and Disability.
Homeowners acting as General Contractors for their own home will **not be required** to have Worker's Compensation if they have a WC/DB 100 Form filed with the Worker's Compensation Office. (A copy must be attached to the Permit Application).
Homeowner/Contractor is advised to seek legal advice to insure proper coverage per projects.
8. **Building Permit Application** to be completed.
9. **Need Architect/Engineer Code Review Checklist (stamped)** – the Residential Checklist must be completed by the Design Professional. Forms can be found at www.dos.state.ny.us. Click on Code Enforcement then on forms.

Submit all parts of preceding forms and papers, as required, to the Building Department for review and approval. It is necessary to have a telephone number or instructions as to how applicant can be contacted if there are any questions or problems.

Any questions call the Building Department at 741-8950. Fax 741-8517

Please Note: **All Inspections to be scheduled 24 hours in advance. No exceptions!**

Revised : 03/10/2009

