

Town of Clarence Residential Building Permit Processing Requirements

1. **Property survey -stamped by a New York State licensed surveyor for lots not on a filed subdivision map.**
2. **Site Plan-** See residential site plan list – Grading and Drainage Plan
- *3. **Soil Testing** – Acceptable tests are either a Geoprobe Soil Boring Test or a STP Soil Boring Test, as or January 1, 2008.
4. **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.
- *5. **New York State Energy Requirements** - with legible Engineer or Architect Seal, Dated and Stamped - Effective January 1, 2008.
6. **Plumbing** - Plumber for both inside and outside work **must** be licensed with the Town of Clarence. Plumber to sign permit in Building Department Office.
- * 7. **Highway Department** Driveway Culvert Approval, subdivisions included. Culvert and stone to be in place before starting any site work. If culvert pipe is needed, set up an appointment with the Highway Department involved for installation of pipe. Pipe to be purchased by applicant, installed only by Highway Department issuing approval. (Town - 741-3210, County - 759-8328, State - 632- 3386 or 683-3476). For any projects on Town regulated roads, the applicant must go to the Town of Clarence Highway Department to apply and obtain a Highway Work Permit between the hours of 8AM & 4PM. Driveway stone must be maintained to eliminate mud. **Mud on streets will not be tolerated.**
- *8. **Erie County Health Department** approved paperwork for septic systems only. **Sewer** approved paperwork for EC #5 (Application to connect sewer) obtained from Erie County Sewer located on Walden Avenue. If in the Clarence Sewer districts, the sewer fee is paid along with the building permit.
9. **General Contractors, or persons acting as contractors,** will require submission of proof of Worker's Compensation coverage prior to a permit application processing.
10. **Building Permit Application** to be completed, owner of record form must be signed by owner.

11. **No lot clearing or filling** until complete application for Building Permit is filed in office. Subdivision lots may be stripped prior to Building Permit application only after Zoning Department approval of tree ordinance for compliance.
12. **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.

In reference to multiple family residential, restricted business, neighborhood business, commercial, research development and industrial zoned properties, these must be reviewed by the Town Board and / or Planning Board as stated in the Zoning Ordinance before permit issuance can be made.

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!**

* **Proposed new requirements and/or submittals**

Revised 2/29/08