

# BUILDING PERMIT APPLICATION

APPLICATION # \_\_\_\_\_

DATE \_\_\_\_\_

PROPERTY IDENTIFICATION # Map # \_\_\_\_\_ Section# \_\_\_\_\_ Block# \_\_\_\_\_ Lot# \_\_\_\_\_

Use District: AR ( ) HR ( ) HB ( ) LC ( ) BL ( ) PR ( ) OCCUPANCY CLASS \_\_\_\_\_

Name and Address of Owner \_\_\_\_\_

Location of project (if different) \_\_\_\_\_

Existing use and occupancy \_\_\_\_\_

Proposed use and occupancy \_\_\_\_\_

Lot area and size \_\_\_\_\_ Feet by \_\_\_\_\_ Feet \_\_\_\_\_ Acres

Dimensions of new construction \_\_\_\_\_

Total square footage \_\_\_\_\_ Estimated construction cost \$ \_\_\_\_\_

FEE \$ \_\_\_\_\_ (to be paid on filing of this application) CASH ( ) CHECK ( ) # \_\_\_\_\_

Contractor's Insurance Information: Policy # \_\_\_\_\_

Name \_\_\_\_\_ Expiration Date \_\_\_\_\_ On File \_\_\_\_\_

A Plot Diagram or Survey, showing locations of all buildings, existing or proposed, together with dimensions from PROPERTY LINES and indicating Street Names, MUST accompany this application.

I HEREBY CERTIFY THAT I AM THE : ( ) Owner ( ) Contractor ( ) Authorized Agent, and that I am duly authorized to make and file this application; that all statements contained in this application are true to the best of my knowledge and belief and that the work will be performed in the manner set forth in this application and in the accompanying information filed herewith.

Signature X \_\_\_\_\_ Date \_\_\_\_\_

Signed in my presence \_\_\_\_\_ Date \_\_\_\_\_  
Code Enforcement Officer or Notary Public

( ) Approved ( ) Disapproved ( ) Submit to Planning Board ( ) Submit to Zoning Board of Appeals

( ) Special Use Permit Required ( ) Flood Plain Documentation Attached ( ) Solid Fuel

PHONE NUMBER \_\_\_\_\_ PERMIT VALID FOR \_\_\_\_\_

# CERTIFICATE of ZONING COMPLIANCE APPLICATION

SBL# \_\_\_\_\_

PERMIT# \_\_\_\_\_

DISTRICT \_\_\_\_\_

ACRES \_\_\_\_\_

## INSTRUCTIONS:

- (a) This form is to be filled in by typewriter or pen and submitted to the Zoning Officer.
- (b) **NO** work covered by this application shall be commenced before the issuance of a Certificate of Zoning Compliance. A **Building Permit** may also be required.
- (c) **Upon approval** of this application, you will be issued an approved certificate.
- (d) No new residential or accessory building, new or altered commercial building, or any change of Use to an existing building, shall be occupied or used in whole or in any part for any purpose until a **Certificate of Occupancy** or a **Certificate of Compliance** has been issued by the **Code Enforcement Officer**.

APPLICATION IS HEREBY MADE to the Zoning Officer for the issuance of a Certificate of Zoning Compliance pursuant to the Zoning Ordinance of the Town of Sardinia for uses, buildings, alterations, etc., as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Applicant Name \_\_\_\_\_ Address \_\_\_\_\_

Town \_\_\_\_\_ Phone # \_\_\_\_\_

## Application is hereby made to:

- Use  land located at \_\_\_\_\_
- Erect
- Alter  a structure on land located at \_\_\_\_\_
- Demolish

Please describe \_\_\_\_\_

Suitable drawings must accompany this application. See instructions on Plot Diagram attached.

## STATE OF NEW YORK

### COUNTY OF ERIE ss:

Deponent being duly sworn, says that he is the owner or authorized agent for which the foregoing work is proposed to be done, and that he is duly authorized to perform such work and that all work will be performed in accordance with State and Local Laws.

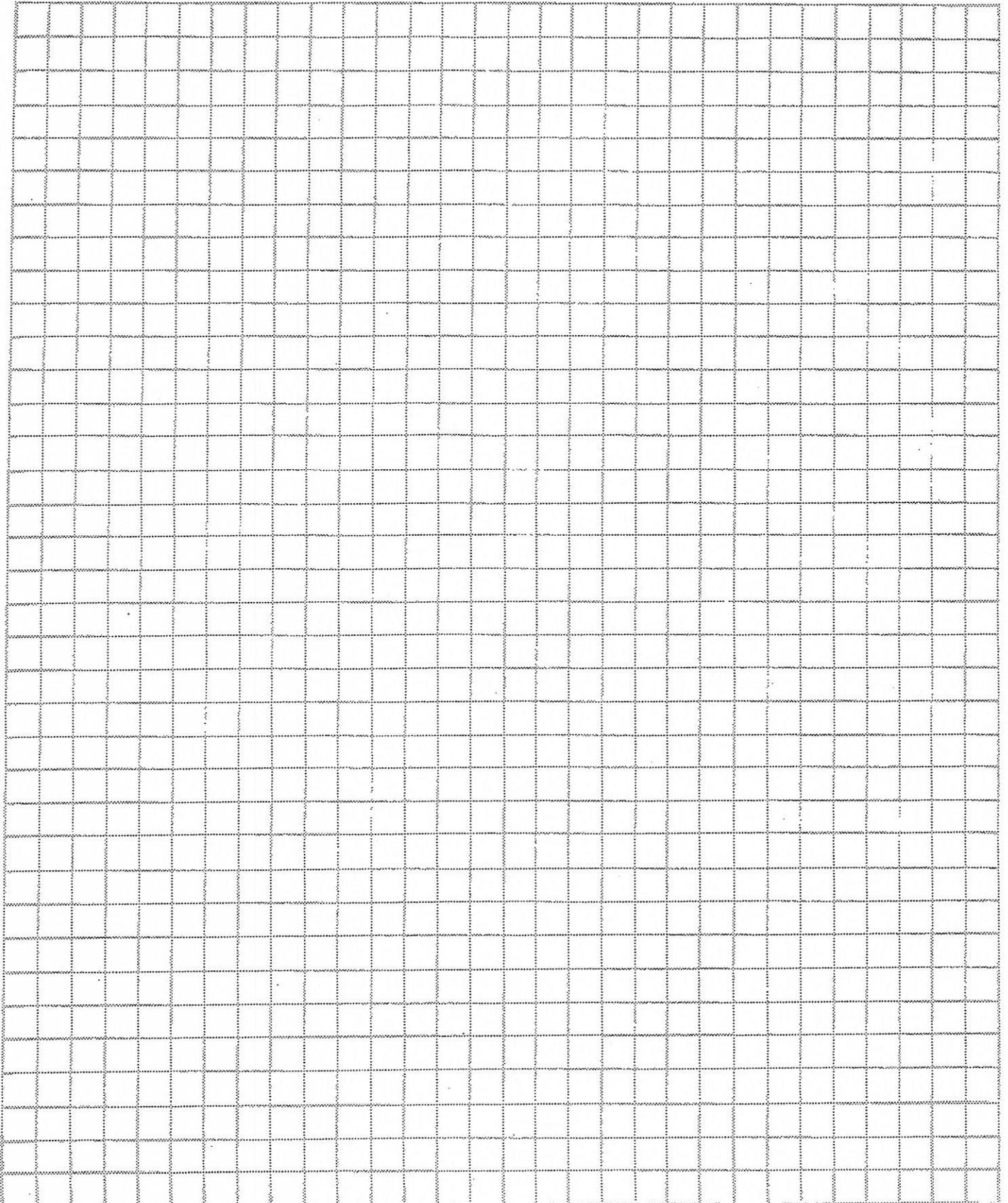
Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature \_\_\_\_\_ Zoning Officer \_\_\_\_\_

Certificate of Zoning Compliance  Approved  Denied – not in conformance with the following provisions of the Zoning Law – Section (s) \_\_\_\_\_

# PLOT DIAGRAM

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all yard dimensions from property lines. Give identifying information or deed description, show street names and adjacent property owner names. Indicate whether an interior or a corner lot. Show all dimensions.



# INSTRUCTIONS FOR BUILDING AND ZONING PERMIT APPLICATIONS

All applications for Building or Zoning permit applications must contain the following information:

- 1.) Completed Building Permit Application
- 2.) Completed Zoning Permit Application
- 3.) Completed Plot Diagram or survey
- 4.) Two (2) complete, detailed sets of plans
- 5.) Energy Compliance statement for heated buildings.
- 6.) Copy of Deed for property if this is a new split or if you have owned the property less than 1 year.

The work covered by this application shall not commence before the issuance of the Building and Zoning Permits.

Upon approval of the applications, the Code Enforcement Officer will issue the Building and Zoning Permits. Signed copies of the permits will be returned to the applicant. The permits shall be kept on the premises until completion of all permitted work.

No building shall be occupied or used in whole or part for any purpose until a CERTIFICATE OF OCCUPANCY or COMPLIANCE has been issued by the Code Enforcement Officer, except for certain uses as provided in the Zoning Ordinance and the New York State Building Code.

Failure to obtain a Certificate of Occupancy or Compliance may render any or all portions of this permit invalid.

The progress of the work for which this permit has been issued shall be inspected at such times and intervals as may be deemed necessary and appropriate by the Code Enforcement Officer and by the New York State Building Code, to determine whether the work is being performed in compliance with the New York State Building Code and other applicable regulations. Such inspections shall be completed prior to enclosing or covering of a particular portion or phase of building construction, including but not limited to work site prior to issuance of a permit, excavation, footings and foundation, preparation for concrete slab, framing, building systems, including underground and rough in plumbing, heating and air conditioning, fire resistant construction, fire resistant penetrations, energy code compliance, solid fuel burning heating appliances, chimneys, flues or gas vents. A final inspection after all work authorized by the building permit has been completed.

After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the permit holder shall be notified as to where the work fails to comply with the Uniform Code. Construction work not in compliance with code provisions shall be required to remain exposed until it has been brought into compliance with the code, been re-inspected, and been found satisfactory as completed.

All construction, erection and use shall comply with current Zoning Ordinances, Subdivision Regulations, Health Department Regulations, and the New York State Uniform Fire Prevention and Building Code. All Residential construction and ALL commercial work must have a professional seal on plans.

All work shall be performed in accordance with the construction documents submitted and accepted as part of the application. The Code Enforcement Officer shall be notified immediately in the event of changes occurring during construction.

When a building permit has been issued in error because of incorrect, inaccurate or incomplete information, or the work for which the permit was issued violates the Uniform Code, such permit shall be revoked or suspended until such time as the permit holder demonstrates that the work completed and all work proposed shall be in compliance with applicable provisions of the code.

**I have read, understand and agree to the regulations pertaining to the issuance of this Building and Zoning permit.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Please Read

Along with the applications for Building and Zoning, you must include 2 sets of construction documents (drawings or prints) which define the scope of the proposed work. Indicate with sufficient clarity and detail the nature and extent of the proposed work. (example: stud, rafter, and joist sizes, supports, spacing, if a deck is proposed show height off the ground).

A pamphlet for Code Compliant Deck Construction is available thru this office