

Village of Alden

General Building Permit Application Information

PLAN AHEAD – The Building Permit process takes time to complete – waiting until the last minute to apply may result in significant delays to your project. Do not expect to be issued a permit immediately upon submission of an application.

REMEMBER – Building Permit fees are DOUBLED when work is started without a permit, in addition to any other fines and court action that may occur.

General Information:

- 1) The Building Department CANNOT design or recommend changes to a design to achieve code compliance. The Applicant is responsible for making himself/herself aware of applicable codes. The New York State Uniform Fire Prevention and Building Code is available for viewing FREE online at www.dos.state.ny.us/code/lc-codes.html. Portions of the Village Code are available online at www.erie.gov, click “Village of Alden” under the “Municipalities” tab. The Village Code can be viewed at the Ewell Library or upon request at the Village Clerk’s Office.
- 2) The Building Department CANNOT recommend a design professional or contractor to an Applicant.
- 3) The Code Enforcement Officer is required by law to enforce the strict provisions of code that apply to a Building Permit Application. In some instances, there may be avenues available for an Applicant who wishes to seek a variance from certain requirements of applicable codes (e.g., Zoning Board of Appeals, New York State Board of Review/Appeals). Please DO NOT ask the Code Enforcement Officer to violate the law by modifying or ignoring code requirements.
- 4) Article 145, Section 7209 and Article 147, Section 7307 of the New York State Education Law and certain provisions within the New York State Uniform Building Construction Code regulate when documentation submitted with a Building Permit Application must have a stamp and signature of a New York State Design Professional. Please DO NOT ask the Code Enforcement Officer to violate the law by ignoring these provisions.

Needed to Obtain a Permit:

- 1) A Building Permit Application completely filled out and submitted with required items for Building Department review.
- 2) Applications must be accompanied by **three complete sets** of plans, specifications, and supporting documentation drawn to scale (preferably 1/4” to 1’). Submitted materials shall describe the nature of the work to be performed, the material and equipment to be used and installed, and details of structural, mechanical, plumbing, electrical and heating installations, as applicable. The submitted documentation must be sufficient to determine the scope of work, method of construction, and code compliance solely by examining said documentation. NOTE: Upon issuance of a Building Permit, one set of plans, specifications, and supporting documentation shall be stamped APPROVED and returned to the Applicant. These documents shall be maintained on the construction site and available for review at all times.

- 3) For Applications on property containing a single- or two-family dwelling, one copy of a plat plan showing dimensions of the lot and the size and location of all existing and proposed buildings or structures on the lot shall be required with the application for building permit. Distances to lot lines for all existing and proposed buildings or structures must also be provided on the plat plan. All other Applications must comply with Article VII of Chapter 210 (Zoning) of the Code of the Village of Alden.
- 4) Appropriate forms showing compliance with applicable provisions of the New York State Worker’s Compensation and Disability Law must be submitted before an Application can be processed. See page 4 for specific details on meeting this requirement.
- 5) Where applicable, all documents prepared by a New York State Design Professional must bear a “wet stamp” and original signature. Photocopies WILL NOT be accepted.
- 6) Documentation with general comments or generic details WILL NOT be accepted. EXAMPLE – A drawing with the statement “*Handrails to be installed as per code*” will be rejected – specific details must be submitted.
- 7) The design standards for structures regulated by the New York State Residential Code within the Village of Alden are as follows:

Ground Snowload	Wind Speed	Seismic Design Category	SUBJECT TO DAMAGE FROM				Winter Design Temp	Ice Shield Underlayment Required	Flood Hazards	Air Freezing Index
			Weathering	Frost line depth	Termite	Decay				
50	90	C	SEVERE	42”	Slight/Moderate	None/Slight	2	YES	1/6/84	1310

- 8) **Electrical Inspections:**
The Village of Alden does not provide electrical inspections. You must have all electrical inspections performed, as needed, before approval to proceed, or final approval of the project is given. The Applicant is responsible for all fees and costs associated with electrical inspections. Agencies approved to perform Electrical Inspections in the Village of Alden are:

Commonwealth Electrical Inspection Agency, 1-800-437-5799
New York Board of Fire Underwriters, 1-800-287-5161
- 9) **No construction shall be commenced, altered, or moved, nor shall any excavation be performed, nor shall an existing facility or land be changed until a Building Permit and any other applicable approvals have been authorized.**
- 10) **Any deviation or changes from the approved plans must be requested in writing and approved by the Code Enforcement Officer PRIOR to making said changes.**

Permit Process:

- 1) Submit the completed Application and required documentation to the Building Department for review. Plan review may take a minimum of 7 business days for a one- and two- family use and a minimum of 21 days for all other uses.
- 2) DO NOT MAIL OR SUBMIT PAYMENT WITH PERMIT APPLICATION
- 3) A decision will be made to either approve or deny approval for the submitted Application.

- 4) If a Building Permit Application is approved, a Building Permit will be issued and you will be contacted with the fee amount. The Building Permit may be picked up at the Village of Alden Clerk's Office. The Building Permit will not be valid until all required fees have been paid.
- 5) Permits must be visibly posted on the property during construction.
- 6) Permits are valid for one year after issuance.
- 7) All work is expected to be completed within the one year period. If the permit holder cannot complete the work within the specified time period, and a renewal permit or Temporary Certificate of Occupancy cannot be obtained, any incomplete improvements may be required to be restored back to their original condition. Requests for renewal permits and Temporary Certificates of Occupancy will be evaluated on a per-case basis, but good cause must be shown to be considered for a renewal permit or Temporary Certificate of Occupancy. **DO NOT START A PROJECT IF YOU ARE UNSURE THAT IT CAN BE COMPLETED UNDER THE REQUIRED GUIDELINES.** Plan ahead and make sure you will be able to obtain the necessary resources to **FULLY** complete the project.
- 8) The contractor or owner must make arrangements with the Building Department at least 24 hours in advance when work is ready for the applicable inspections. The contractor must meet this requirement with a verbal request directly with the Code Enforcement Officer - voicemail requests for inspections **WILL NOT** be accepted as meeting the minimum notice threshold. Failure to obtain an inspection as per the above guidelines may result in the removal of work completed.
- 9) Required inspections (NOTE – this is only a general list, other inspections may be required) include:
 - A. When initial excavation is complete, and footing forms (including reinforcement, weeps, etc.) are in place.
 - B. When foundation has been formed (including reinforcement), before concrete is poured into forms.
 - C. Before backfilling of foundation, after all drainage has been installed and sealants applied.
 - D. Framing inspection, after all structural elements have been installed, and all rough mechanicals have been installed (for electrical installations, see page 2, item #8. If truss construction is utilized, Truss Certifications must be received by the Building Department prior to a request for this inspection.
 - E. Inspection of all rated assemblies and penetrations, including fire rated walls and ceilings, before, during, and after installation.
 - F. Insulation inspection of exterior walls, exposed ceilings and attic before concealment.
 - G. Final inspection, all exterior and interior items complete.
- 10) The contractor or property owner **MUST** notify the Building Department when all of the construction aspects covered under the Building Permit are complete. This requirement applies to **ALL** permits, including sheds, fences, swimming pools, re-roofing, generators, etc.

ALL PERMITS MUST HAVE A FINAL INSPECTION WHEN COMPLETE. A CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE MUST BE ISSUED TO CLOSE OUT A PERMIT.