

**TOWN OF WELLSVILLE**  
**CODE ENFORCEMENT**  
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Shad Alsworth, Supervisor

**Building Permit Application Instructions**

**Notice: Keep these instructions for your records:**

Please read and understand these instructions completely prior to completing and submitting your building application for review. Incomplete or incorrectly filled out applications will be rejected. Submission of a building permit application does not constitute issuance of a permit. No work is to be performed until a permit has been issued.

A building permit is required for:

- A. Most types of new residential and commercial construction including alteration, conversions and renovation to existing structures to include Roofing/Re-Roofing.
- B. The installation of all mobile and modular units, all woodstoves – fireplaces and inserts, all heating units, all pools all electrical work and the installation of all septic systems.
- C. Most demolition projects.

Building for residential storage purposes 144 square feet or less does not require a building permit. Federal, State and local floodplain regulation must be applied in accordance with New York State Building Code. Structure to be used for agricultural purposes do not require a permit but must be built to code.

**INFORMATION REQUIRED FOR ISSUANCE OF A BUILDING PERMIT**

- A. The following information is required from all applicants before a Building Permit can be issued:
  1. Completed and signed Application Form and Construction Questionnaire Form.
  2. **Property Owner** information must include correct mailing address and phone number.
  3. The location (in Detail) of your proposed project – 911 address and road name (PO boxes and/or Route numbers not adequate).
  4. A **Site Plan** showing the proposed location of the structure with distance to lot lines, septic system and/or well (if applicable) and any other structures existing or proposed on your site.
  5. A **footer and foundation plan** detailing depth below grade of footer, base, size of and materials used, reinforcement, drainage system (i.e. tile pipe), water proofing method to be used and backfill.
  6. **Floor plan** of each level showing exterior dimensions, room sizes, door and window locations, electrical layout, heating system layout and a plumbing layout showing both the supply and waste lines (the type and size of material to be used is to be shown).

## Building Permit Application

7. **Framing details** of the floors, walls, door and window headers, ceilings and roof showing the size and type of materials to be used, ctr. To ctr. Spacing, spans and type of roof (truss – rafters, etc.).
8. **Door and window** schedule detailing type, size and header information.
9. **Interior finish** schedule showing the siding and roofing materials proposed.
10. **Exterior finish** schedule showing the siding and roofing materials proposed.
11. **Insulation schedule** showing type of insulation, R-Values and location (i.e. floor, sidewalks, ceilings)
12. **Two copies of all plans and specifications must be submitted to the Code Enforcement Office.** If a project must go before the planning commission a third set of plans and specifications must be included. Once approved one copy of the plans will be returned to the applicant. This set of plans must be kept on the site of the work being performed.
13. **Fences:** a complete plot plan drawing is required showing the location of structures, street and adjacent properties and the proposed location of the fence to be erected.

B. In addition to the above, some projects will require the following:

1. **An Architect or Engineer's Stamp** (i.e. all residential Projects over 1,500 sq. ft. and all Commercial Projects.)
2. **Engineered Septic Plans** if a new system is to be installed (application must be made to Allegany County Health Department for all septic systems.)
3. Engineered detail and specification on all **Fire Alarm Systems, Sprinkler and/or Standpipe Systems and Special Fire Suppression Systems.**
4. **Workers Compensation Certificate of Insurance or Exemption from NYS Workers Compensation Board.**

Completely fill out the Building Permit Application and provide all required documentation.

Building permit fee shall be calculated by the Code Enforcement Office.

**Inspection Notification to the Code Enforcement is the sole responsibility of the owner, contractor or agent.**

- **Minimum of two (2) business days notice must be given for required inspections.**
- **A CoO or CoC will not be issued without inspections and you may be required to dismantle work performed and pay a fine. The owner and contractor are responsible to notify the codes office for an inspection. Electrical inspection are performed by a third party and covered under a separate fee schedule.**

Please allow the following timeframes for plan review prior to a building permit being issued.

<b>Type of Structure</b>	<b>Approval Time</b>
Residential (small addition)	1-3 weeks
Residential (accessory structure) deck, shed, pool	1 week
Residential (new construction)	2-4 weeks
Commercial	4-8 weeks

## Things to keep in mind when planning project:

It is the property owner's/contractor's responsibility to make all appropriate notification prior to conducting any excavation work on a site.

**Electrical and other special inspection** are not included in the building permit fee and are the sole responsibility of the property owner or contractor.

**CO detectors** are required on every floor of a residential structure, must be within 15 feet of sleeping area and are to be interconnected.

**Smoke detectors** are required in sleeping areas and common areas adjacent to sleeping areas and on every floor and are to be interconnected.

**Combination smoke and CO detectors** are permitted where required.

**Smoke and CO detectors** may be wall or ceiling mounted but shall be no closer than eight (8) inches from an inside finished corner.

**Sleeping areas** must contain a minimum of one window with a minimum clear opening of 5.7 square feet.

The height of a **handrail** shall be not less than 34 inches and not more than 38 inches above finished surface.

The space between **balusters** (spindles) on a handrail must not allow a four (4) inch sphere to pass through.

**Insulation requirements** for occupied spaces in a residential structure – Exterior wall – R21 or R13 (cavity)+ R5 continuous sheathing, ceiling – R38, Basement wall – R15 continuous sheathing or R19 cavity, Floors over unheated areas – R30, Crawl space Walls – R10 continuous sheathing or R13 cavity.

**Roofs** – Snow Load: 45 pounds/sq ft. Wind Load: 90 MPH

**Premises Identification:** Approved numbers or addresses shall be provide for all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Address numbers shall be Arabic numeral or alphabet letters. Numbers shall be a minimum of four (4) inches (102mm) high with a minimum stroke width of .05 inch (12.7mm).

**Fences** – Any fence erected within thirty (30) feet of a curb line can be no higher than 36 inches. Maximum height of a fence is six (6) feet. A plot plan drawing must be submitted along with the application showing any structures on the property, property lines and the location of the proposed fence.

# Building Permit Application

<b><u>Site Information</u></b>	Submission Date: _____
Name/Description of Project: _____ Tax IS/SBL# _____	
Address/Location of Project: _____	
Type of Project: New Construction ___ Renovation ___ Addition ___ Repair ___ Removal/Demolition ___	
Building Construction Type: Type I ___ Type II ___ Type III ___ Type IV ___ A ___ B ___	
Number of Floors: ___ Actual Height: _____ ft. Fire Suppression System: ___ Yes ___ No	

**Property Owner Information:**

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**General Contractor Information:**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Engineer/Architect of Record Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Plumbing Contractor Information:**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Electrical Contractor Information:**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Mechanical Contractor Information:**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Workman's Compensation Information:**

Provider: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Fire Protection System Contractor Information:**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Project Information:**

\_\_\_ New Construction \_\_\_ Sq. ft. \_\_\_ Interior Renovation: \_\_\_ Sq. ft \_\_\_ Addition \_\_\_ Sq. ft

\_\_\_ Dumpster Enclosure \_\_\_ Sq. ft \_\_\_ Shed \_\_\_ Sq. ft \_\_\_ Relocation Building \_\_\_ Sq. Ft \_\_\_ Fence

\_\_\_ Pool: \_\_\_ Indoor \_\_\_ Outdoor \_\_\_ In-ground \_\_\_ Above ground \_\_\_\_\_ Size

Building Permit Application

Building Permit Application Continued:

**Plans:** Indicate plans that have been submitted with this application (Please submit 2 copies of all plans)

Floor Plan (s)     Cross Sections     Plumbing Plan     Electrical Plan     Framing Plan  
 Roof Design     Foundation Plan     Window and/or Door Schedule  
 Fire Detection System     Fire Suppression System     Fire Separation Plan  
 Instrument Survey/Plot Plan     Energy compliance Worksheet     Special Inspection Schedule  
 ADA Accessibility Plan     Mechanical Plan     Plot Plan for Fence

**Note to ALL applicants:** All drawings submitted will be reviewed for compliance to the New York State building/fire code. You must provide all information for processing, including seismic design for area/all fire alarm diagrams, etc.

**For Office Use ONLY**

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Fee: \$ \_\_\_\_\_ Paid: Yes \_\_\_ No \_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Payment Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Reason Application Denied:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Stipulation of permit approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Code Enforcement Officer                      Date

**Proof of Worker's Compensation Insurance Disability Benefits Coverage**

New York General Municipal Law  
Chapter 439  
S.6421  
(Effective January 18, 1999)

CHECK ONE:

\_\_\_ Applicant/Agent, Builder

Proof duly subscribed that worker's compensation insurance and disability benefits coverage issued by an insurance carrier in a form satisfactory to the chair of the Workers' Compensation Board as provided for in section fifty-seven (57) of the Workers' Compensation Law is effective.

(Attach copy of Insurance Certificate)

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\_\_\_ Applicant/Owner Built/Gen. Contractor (with no employees)

I affirm that I have not engaged an employer or employees, as those terms are defined in Section Two of the Workers' Compensation Law; to perform work relating to this building permit.

**THIS SECTION MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC**

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

Sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public Date

Seal:

## FEE SCHEDULE

Fees will be based on the local Building Construction Factor: \$60.00 per Sq. Ft. (Unfinished Structure)  
 \$100.00 per Sq. Ft. (Finished Structure)

**Formula to calculate permit fee:** Take the square footage of the project and multiply the above construction factor to determine project value. Example: 1,050 sq. ft. x \$100.00 = \$105,000.00 project value. In this example the permit fee would be \$162.00 (\$157.00 + \$5.00).

**Penalty for not having a valid building permit before commencing with any activity that is covered under the New York Building and Fire prevention Law will be assessed DOUBLE the normal applicable permit fee.**

<u>Project Value</u>	<u>Permit Fee</u>
Up to \$2,000	\$50.00
\$2,001 to \$25,000	\$50.00 for the first \$2,000 plus \$2.00 for each additional \$1,000 for fraction thereof
\$25,001 to \$50,000	\$82.00 for the first \$25,000 plus \$1.00 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$107.00 for the first \$50,000 plus \$1.00 for each additional \$1,000 or fraction thereof
\$100,001 to \$500,000	\$157.00 for the first \$100,000 plus \$1.00 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$557.00 for the first \$500,000 plus \$1.00 for each additional \$1,000 or fraction thereof
\$1,000,001 to \$5,000,000	\$1057.00 for the first \$1,000,000 plus \$1.00 for each additional \$1,000 or fraction thereof
Excess of \$5,000,000.00	To be negotiated

**Inspection Fees for other specifics:**

1. All inspections of manufactured home installations regardless of the cost of installation \$150.00.
2. Installation of Swimming Pools:
  - Above Ground greater than 24" in height \$50.00
  - In Ground \$300.00
3. Solid fuel stoves & chimneys: \$50.00
4. Roof Replacement: \$50.00
5. Demolition Permit: \$50.00
  - This includes removal of manufactured home.
6. Gas Fuel Appliances/Equipment Inspections (cook stoves, dryers, hot water heaters, A/C, furnaces etc.): \$50.00
7. Generators (permanent installation): \$50.00
8. P.V. Systems (Solar):
  - Residential: \$250.00
  - Systems up to 25 KW: \$500.00
  - Greater than 25 KW to be negotiated
9. Fire Inspections:
  - Non Residential Occupancy under 5,000 square feet: \$25.00
  - Non Residential Occupancy over 5,001 square feet but less than 20,000 square feet: \$150.00
  - Non Residential Occupancy over 20,001 square feet: \$250.00
10. Flood Plain Permit:

## Building Permit Application

Projects of Value Under \$300,000: \$200.00

Projects of Value between \$300,001 to \$700,000: \$500.00

Projects Over \$700,001 to be negotiated.

11. Special Event Permit:

Not-For-Profits: \$10.00 per event.

Seasonal Businesses: \$450.00 per year.

Transient Businesses: \$100.00 per day.

There will be no charge if the activity is a government sponsored event or unless an alternate fee is being paid to the governing body i.e. park rental, airport rental etc.

**Renewing Permits:** In the event that a building permit must be renewed, an additional fee equal to 50% of the original building permit fee will be charged prior to reissuance of the permit. Building permits are valid for one year. A fee of 50% of original is charged for a one time renewal. After two years the applicant must file for a new permit.

**If a permit is not approved:**

In the event that an application for a building permit is not approved, the applicant shall be entitled to a refund of 50% of the fee paid, provided no work has commenced. If work has commenced and the application has not been approved, the fees paid shall not be refunded.

**Appeal Process:**

Contact the Local Representative from the NYS Division of Buildings and standards. The CEO will provide the applicant with the appropriate contact points.

**Electrical Inspection fee is in ADDITION to the filing fee for the building permit and may not be conducted by the CEO but by a third party. The CEO is the authority to approve the third party electrical inspectors.**