

VILLAGE OF ORCHARD PARK BUILDING PERMIT APPLICATION

Complete this application, attach all required submittals and return with the required fee. The work requested by this application may require Planning Board Approval. The next Planning Board meeting is _____ at 7:00 pm. The deadline for the completed application with the required submittals and fee is 1 week prior to the scheduled meeting. Contact the Village office for meeting dates. The Code Enforcement Official will review this application to determine if the application can be placed on the Planning Board agenda or if a variance is required. See Additional Information.

IT IS A VIOLATION OF THE VILLAGE OF ORCHARD PARK MUNICIPAL CODE TO PROCEED WITH ANY WORK BEFORE THIS PERMIT HAS BEEN APPROVED BY THE CODE ENFORCEMENT OFFICIAL.

A BUILDING PERMIT APPLICATION WILL NOT BE MARKED AS RECEIVED UNTIL ALL FEES ARE PAID.

INFORMATION

Property Address: _____

NAME: (Property Owner) _____ **Email:** _____

Owner Mailing Address: _____ Phone #: _____

NAME: (Occupant) _____ Phone #: _____

NAME: (Applicant) _____ **Email:** _____

Applicant Mailing Address: _____ Phone #: _____

NAME: (Contractor) _____ Phone #: _____

Contractor Mailing Address: _____

Name: Licensed Design Professional - (if required) _____ Phone #: _____

Licensed Design Professional Mailing Address: _____

Application is made for permission to: _____

Construction Type: _____ Estimated value of work exclusive of land: (\$) _____

Size of proposed structure (feet): wide: _____ deep: _____ high: _____ area: (sf) _____

Feet from lot lines: front: _____ back: _____ left: _____ right: _____

Survey/Site Plan

A survey must be submitted with all building permits. Building plans should be no larger than 11x17" or must be sent electronically.

"Dig Safely New York"

ID Number:

If the requested work will excavate, disturb, penetrate, uncover or cover any soil, "Dig Safely New York" must be notified by the contractor or property owner @ 1-800-962-7962 so all utility owned underground equipment can be properly located. The actions required by "Dig Safely New York" must be taken before any work can begin. Privately owned utility equipment will not be located by this action. The "Dig Safely New York" ID # must be listed on the application above.

Construction Drawings/Information

**Must be emailed in PDF Format to buildinginspector@orchardparkvillage.org if larger than 11x17"*

Construction drawings and/or information specific to the requested work must be submitted in order for a determination to be made that such work is compliant with the applicable codes of New York State and the Village of Orchard Park. Information will be accepted for manufactured items such as a fence, fireplace insert or a shed. Construction drawings are required for work that involves construction and shall list all the necessary features required by the NYS Residential Code. Requested work not covered by the Residential Code shall be designed by a licensed design professional in accordance with the NYS Building Code.

Contractor's Worker's Compensation and Disability Insurance

Submit one form from each category for each contractor. "Accord" forms will **not** be accepted.

Worker's Compensation Insurance Form	C-105.2	U26.3	SI-12	GSI-105.2
Disability Insurance Form	DB120.1	DB-820/829	DB-155	

Note: The Owner/Occupant of a single, two, three or four family dwelling may use form BP-1 for work to be performed by the Owner/Occupant. BP-1 forms are available upon request.

FEE - A BUILDING PERMIT APPLICATION WILL NOT BE MARKED AS RECEIVED UNTIL ALL FEES ARE PAID

Receipt is hereby acknowledged of the sum \$ _____ being the permit application fee established by the Village Board and as listed below.

Receipt # _____

Village Clerk _____ Date _____

PROPERTY OWNER RESPONSIBILITIES

For and in consideration of the granting of the permit hereby petitioned for, the applicant does agree to exercise such permission in strict accordance with the conditions listed below:

1. To comply with the terms of the permit, the New York State Fire Prevention and Uniform Building Code, the Village of Orchard Park Municipal Code, the rules and regulations of the Erie County Sewer District #3 and all rules and regulations of the various departments of the Village.
2. To give full notification to the Code Enforcement Official for inspections: (1) work site prior to the issuance of a Building Permit; (2) footing and foundation; (3) preparation for concrete slab; (4) framing; (5) building systems, including underground and rough in; (6) fire resistance construction; (7) fire resistance penetrations; (8) solid fuel burning heating appliances, chimneys, flues or gas vents; (9) Energy Code compliance; and (10) a final inspection after all work authorized by the Building Permit has been completed and (11) any Special Inspections required by the NYS Fire Prevention and Uniform Building Code.
3. Upon completion of all authorized work, a Certificate of Occupancy will be issued. It is unlawful to use any structure in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been issued.
4. To supply such other information as the Code Enforcement Official, the Board of Appeals, the Planning Board or the Village Board may require.
5. No person shall make any change in plans herewith submitted or specifications herein contained, or in the structural part of the building without written consent of the Code Enforcement Official.

PROPERTY OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITIES

For and in consideration of the granting of the permit hereby petitioned for, the applicant does agree to exercise such permission in strict accordance with the conditions listed above:

PROPERTY OWNER'S SIGNATURE: _____

APPROVALS (IF REQUIRED)

Building Department

I do certify that I have examined the foregoing petition and submittals for the above action, that the same are satisfactory and conform to the applicable codes.

Conditions: _____
Code Enforcement Official _____ Date _____

Department of Public Works

I do certify that I have examined the foregoing petition for the action and that the same meets the specifications of the Dept. of Public Works.

Conditions: _____
Manager of Public Works _____ Date _____

Planning Board Approval (if required)

Conditions: _____
Planning Board Chairman _____ Date _____

Zoning Board of Appeals Approval (if required)

Conditions: _____
Zoning Board of Appeals Chairman _____ Date _____

ADDITIONAL INFORMATION

The Code Enforcement Official will review this application. Once the required submittals are received, the fee is paid and a determination is made that the requested work is in compliance with all applicable codes and regulations, a permit will be issued. Please refer to our Residential and Commercial Building Additional Information Form. **All contractors must have a valid insurance certificate on file with the Village Office.**

Should a person violate a provision of the Village Municipal Code by failing to submit the required application or obtain a license or permit prior to commencing work, a fee of \$500 in addition to the cost of the permit application will be required.

The information listed in this section is intended to provide guidance in order to minimize the need for a variance. A variance may be required even if these guidelines are followed.

If a variance is required, a Zoning Board of Appeals (ZBA) application, six (6) additional copies of the site plan and six (6) additional copies of drawings/information must be submitted and an additional \$150 fee paid for Planning Board and Zoning Board of Appeals review. It is suggested the Code Enforcement Official be contacted when completing the ZBA application.

New Dwelling Unit - Consult the Code Enforcement Official

Addition - Can be constructed in a rear yard to within 50 feet of a rear lot line or in a side yard to within 8 feet of a side lot line. If an addition is desired beyond these parameters or in a front yard, a variance is required. It is recommended that the addition be located a minimum of 10 feet away from privately owned underground utilities.

Alteration/Remodel - No guidelines if the building footprint does not increase.

Driveway - The apron must be 5 ft. of asphalt. Driveway setback to side lot line is 3 ft. The driveway may be constructed of asphalt or concrete (non-dust producing). A survey must accompany the permit application along with a description of the work to be performed. Driveway cannot extend into front yard set back. Check with office for details.

Deck - Can be constructed in a rear yard to within 50 feet of a rear lot line or in a side yard to within 8 feet of a side lot line. If an addition is desired beyond these parameters or in a front yard, a variance is required. It is recommended that the deck be located a minimum of 10 feet away from privately owned underground utilities.

Porch - Can be constructed in a rear yard to within 50 feet of a rear lot line or in a side yard to within 8 feet of a side lot line. If a porch is desired beyond these parameters or in a front yard, a variance is required. It is recommended that the deck be located a minimum of 10 feet away from privately owned underground facilities.

Re-Roof - Permits are required along with a description of the work to be performed.

Fence - Maximum height of 4 feet in a side yard. Maximum height of 6 feet in a rear yard. A fence can be placed up to but not over the property line. The property owner determines as to which side of the fence faces adjacent property.

Detached Garage or Shed - Must be in a side or rear yard, 8 feet from any lot line, maximum footprint of 600sf, maximum height of 14 feet and maximum door opening height of 8 feet. It is recommended that the structure be located a minimum of 10 feet away from privately owned underground utilities.

Pool - Must be in a rear yard, 8 feet from any lot line, minimum of 3 feet away from any existing structure, and have a minimum 48" high NYS Building Code compliant pool enclosure. The pool may not be located near overhead electrical power lines per NYSEG (see Attachment). It is recommended that the pool be located a minimum of 10 feet away from privately owned underground utilities.