

Village of Wellsville

Office of Code Enforcement

156 North Main Street

P.O. Box 591

Wellsville, NY 14895

Phone: (585) 593-1121 FAX: (585) 593-7260



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 permit 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 alterations, conversions and renovations to existing structures.
- 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.

Buildings for residential storage purposes 144 square feet or less do not require building permits.

Federal, State and local floodplain regulations must be applied in accordance with New York State Building Code. Structures to be used for agricultural purposes do not require a permit but must still 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 (P.O. Boxes and/or Route Numbers are not adequate),
 - 4. A **Site Plan** showing the proposed location of the structure with distances 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 materials to be used is to be shown),

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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 floor, wall and ceiling coverings to be used (i.e. carpet, paneling on sheetrock or sheetrock painted),
 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, ceiling).
 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 preformed.
 13. **Fences** – a complete plot plan drawing is required showing the location of all structures, streets 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 details and specifications 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.

(1) Minimum of two (2) business days notice must be given for required inspections

(2) A CoO or CoC will not be issued without inspections and you may be required to dismantle work preformed and pay a fine. The owner and contractor are responsible to notify the codes office for an inspection. Electrical inspections 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;

Type of Structure	Approval Time
Residential (small addition)	1-3 weeks
Residential (accessory structure) Deck, Shed, Pool	1 week
Residential (new construction)	2-4 weeks
Commercial	4-8 weeks

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Things to keep in mind when planning a project;

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

Electrical and other special inspections 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 a 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 & CO detectors may be wall or ceiling mounted but shall be no closer than 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 4" sphere to pass through

Insulation requirements for occupied spaces in a residential structure – Exterior walls – 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 lbs/sq ft Wind Load: 90MPH

Premises identification: Approved numbers or addresses shall be provided 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 numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

Fences – Any fence erected within 30 feet of a curb line can be no higher than 36 inches. Maximum height of a fence is 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.

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Building Permit Application

Site Information

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 ___ Type V ___ A ___ B ___

Number of Floors: _____ Actual Height: _____ ft. Fire Suppression System: ___ Yes ___ No

Property Owner Information

Owner's Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

General Contractor Information

Contractor Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Engineer/Architect of Record Information

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax #: _____

Plumbing Contractor Information

Contractor Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Workman's Compensation Information

Provider: _____

Phone: _____

Fax: _____

Electrical Contractor Information

Contractor Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Project Information

New Construction _____ sq ft

Interior Renovation _____ sq ft

Addition _____ sq ft

Dumpster Enclosure _____ sq ft

Shed _____ sq ft

Relocation of Building

Pool: indoor outdoor

in-ground above ground

Fence: _____ Ft High

Mechanical Contractor Information

Contractor Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fire Protection System Contractor Information

Contractor Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

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Commercial Building Permit Application Continued

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

- | | |
|--|--|
| <input type="checkbox"/> Floor Plan(s) | <input type="checkbox"/> Instrument Survey/Plot Plan |
| <input type="checkbox"/> Cross Section(s) | <input type="checkbox"/> Energy Compliance Worksheet |
| <input type="checkbox"/> Plumbing Plan | <input type="checkbox"/> Special Inspection Schedule |
| <input type="checkbox"/> Electrical Plan | <input type="checkbox"/> ADA Accessibility Plan(s) |
| <input type="checkbox"/> Framing Plan | <input type="checkbox"/> Window and/or Door Schedule |
| <input type="checkbox"/> Roof Design | <input type="checkbox"/> Mechanicals Plan |
| <input type="checkbox"/> Foundation Plan | <input type="checkbox"/> Plot Plan for Fence |
| <input type="checkbox"/> Fire Detection System | <input type="checkbox"/> Electric Heat |
| <input type="checkbox"/> Fire Suppression System | Rooms & Description _____ |
| <input type="checkbox"/> Fire Separation Plan | _____ |

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

Fee: \$ _____ Paid: Yes ___ No ___ Check #: _____ Cash: _____

Payment received by: _____ Date: _____

Application Approved: ___ Yes ___ No Date: _____

Reason application denied: _____

Stipulations of permit approval: _____

Code Enforcement Officer

Date

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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 of the Workers' Compensation Law is effective.

(Attach copy of Insurance Certificate)

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 this _____ day of _____, 20____.

Notary Public