

# Village Of Williamsville

## Building Department

Phone: 716-632-4120  
Fax: 716-632-6009  
www.village.williamsville.ny.us



5565 Main St  
Williamsville, NY 14221

### General Permit Application

#### Part I: Project Property & General Information:

Property Address: \_\_\_\_\_ Zoning: \_\_\_\_\_  
SBL #: \_\_\_\_\_

Applicant Name/Title: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Type of Construction or Improvement:

- Residential Add. /Alter.     New Build 1 or 2 family     Commercial Add. /Alter.     Commercial New Bldg.

Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Project Cost: \$ \_\_\_\_\_ Proposed Sq. Ft.: \_\_\_\_\_

## Part II: Designers & Contractors:

### Architect/Engineer:

Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### General Contractor:

Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### Electrical Contractor:

Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### Plumbing Contractor:

Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number: \_\_\_\_\_

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## Part III: Project Plans & Specifications:

Supply three (3) sets of detailed design drawings with this application. Drawings should be detailed and show sufficient information to depict all scopes of the work to be performed for the project. Drawings must be prepared and stamped and certified by a licensed New York State Architect or Engineer. Please provide the following details should they pertain to the project. Additional drawings/specifications may be requested at the Building or Fire Inspector's request:

1. Site/Plot Plan (on survey acceptable – include setbacks to property lines and existing structures)
2. Foundation Plan
3. Floor Plans
4. Electrical/Plumbing Plans
5. HVAC specifications/Plans
6. Framing and Structural Plans/Specifications
7. Elevations
8. Typical Section(s)
9. Door & Window Schedules
10. Energy Code Compliance Checklists
11. Stamped Plan Review sheets

## Part IV: General Information & Requirements:

1. Work conducted pursuant to this building permit must be visually inspected at certain intervals by the Code Enforcement Official. All work must conform to the New York State Uniform Fire Prevention and Building Code, the Code of the Village of Williamsville, and all other applicable codes, rules, or regulations.
2. Changes to the scope of work which may deviate from the plans which were approved for construction for the building permit, must be immediately reported to the Village of Williamsville Building Department for approval before any changes are completed. Revised drawings may be required depending on the extent of the revisions.
3. Any Demolition activities need to follow NYS Department of Labor guidelines regarding lead and asbestos handling, as well as receive a separate permit from the Village of Williamsville.
4. It is the owner/applicant's responsibility to contact the Village of Williamsville Building Department at least 24 hours before an inspection is needed.

PROVISIONS SHALL BE MADE FOR THE FOLLOWING ELEMENTS OF THE CONSTRUCTION PROCESS, WHERE APPLICABLE:

- A. Foundation Stake Out (Before excavation)
- B. Footing/Foundation Excavation (Before Plumbing)
- C. Floor Framing, Drain Tile, Plumbing, Floor Insulation
- D. Building System (Including Plumbing HVAC and Electrical by the Town of Amherst)
- E. Rough Framing (Before Insulation)
- F. Fire Resistant Construction
- G. Fire Resistant Penetrations
- H. Insulation (Before Drywall)
- I. Final Inspection – All work completed (Including Plumbing, Electrical, Mechanical, Fire Safety, Exterior and Interior)

DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF THE PREVIOUS STEP HAS NOT BEEN INSPECTED.

Work will be ordered to be removed at the owner or contractor expense to conduct the previous required inspection.

- 5. All permitted electrical work to be performed is required to be inspected by the Town of Amherst Electrical Inspector at the owner’s expense. Please apply for the permit at the Town of Amherst.
- 6. OWNER HEREBY AGREES TO ALLOW THE VILLAGE OF WILLIAMSVILLE BUILDING DEPARTMENT TO INSPECT THE WORK DONE PURSUANT TO THE BUILDING PERMIT, AND THAT THEY AGREE TO KEEP ALL BUILDINGS UP TO CODE AND COMPLY WITH ALL REQUIREMENTS PURSUANT TO THE UNIFORM CODE, VILLAGE OF WILLIAMSVILLE CODE AND ALL OTHER APPLICABLE CODES.
- 7. New York State law requires contractors to maintain Workers Compensation and Disability Insurance for their employees. No permit will be issued unless all appropriate insurance documents for Liability, Workers Compensation and Disability are supplied to the Building Department with this application. If the contractor believes that they are exempt, then the proper Worker’s Compensation Exemption form should be submitted.
- 8. No new building or addition should be occupied without first having properly been issued a certificate of occupancy by the Village of Williamsville Building Inspector.
- 9. This permit does not include any privilege of encroachment in, over, under or upon any village, county or state street right-of-way.
- 10. The Building Permit card must be displayed so as to be visible from the street nearest to the site of work being conducted.

I, \_\_\_\_\_, the above named applicant, hereby attest that I am the lawful owner of the property described within, or am the lawful agent of said owner and affirm under penalty of perjury that all statements made by me on this application are true to the best of my knowledge.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Forwarded to: \_\_\_\_\_

Special Approval needed by:

- Zoning Board
- Planning Board
- Historic Preservation
- Village Engineer
- Other

Application Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

Application Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_