

# Village of Williamsville

716-632-7747  
FAX 716-626-4964

5565 Main Street  
Williamsville, New York 14221



**RESIDENTIAL LONG FORM**  
**BUILDING DEPARTMENT PERMIT APPLICATION**  
**RESIDENTIAL NEW BUILDS AND ADDITION & RENOVATIONS**

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

### 1. Project Location and Information

Number and Street Address: \_\_\_\_\_

Tax map Number: \_\_\_\_\_

### 2. Owner Identification

Owner's name: \_\_\_\_\_

Address of owner: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

### 3. Type of Construction or Improvement

– New Build One/Two Family

- Addition

### 4. Description of Project: (If additional space is needed please attach sheets to application)

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

5. Estimated Project Cost \$ \_\_\_\_\_

**CONTINUE TO PART TWO: DO NOT WRITE BELOW THIS LINE-OFFICIAL USE ONLY**

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

***Special approval needed by:***

- Zoning Board       Planning Board       Historic Preservation Commission       Engineer of Record
- Attorney       Other       None
- 

***Part II: Designers and Contractors:***

1. Architect/Engineer: Name: \_\_\_\_\_

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

2. General Contractor: Name: \_\_\_\_\_

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

3. Electrical Contractor: Name: \_\_\_\_\_

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

4. Plumbing Contractor: Name: \_\_\_\_\_

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

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***Part III: Project Plans***

Three (3) sets of detailed design drawings detailing the work to be performed must be submitted with this application. Drawings must be prepared and stamped and certified by a New York State Registered Architect or Engineer and must include the following information:

1. Site/Plot Plan (On survey acceptable – include setbacks to property lines and existing structures)
2. Foundation Plan
3. Floor Plan
4. Structural/Framing Plan/Information
5. Elevations
6. Typical Section(s)
7. Door & Window Schedules

## ***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 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 dependent upon the extent of the revisions.
3. Any demolition activities proposed carry with them the potential for exposure and handling of asbestos, lead or other environmentally hazardous material. Accordingly, you are advised to contact the New York State Department of Labor on these matters and provide all necessary remediation, protection and disposal measures required by law.
4. It is the owner's responsibility to contact the Village of Williamsville Building Department at 632-7747 (Monday through Friday from 8 am until 4 pm) at least 48 hours before the owner and /or contractor wishes to have an inspection conducted.

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

- |  |  |
|--|--|
| a. Foundation Stake Out (Before Excavation)  | f. Fire resistant construction   |
| b. Footing/Foundation Excavation (Before Pouring)  | g. Fire resistant penetrations   |
| c. Floor Framing, Drain Tile, Plumbing,<br>Floor Insulation                              | h. Insulation (Before Drywall)   |
| d. Rough Framing (Before Insulation)   | i. Final Inspection – All work completed<br>(Including Plumbing, Electrical, Mechanical<br>Smoke & C/O Detectors, Exterior & Interior) |
| e. Building Systems (including Plumbing & HVAC and<br>Electrical by the Town of Amherst) |  |

**DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF THE PREVIOUS STEP HAS NOT BEEN INSPECTED.** Work will be ordered removed at the owner's or contractor's expense to conduct the previous required inspection step.

5. All permitted electrical work to be performed will 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 SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON-WORK RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).**

7. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's compensation and Disability Insurance certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection Services. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form C-105.21 attached hereto.
8. The structure or new work shall not be occupied until a certificate of compliance or a certificate of occupancy has been issued by the Village of Williamsville.
9. This permit does not include any privilege of encroachment in, over, under or upon any village, county or state street or right-of-way.
10. The Building Permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I, \_\_\_\_\_, the above named applicant, hereby attest that I am the lawful owner of the property describe 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.

(Owner Signature) \_\_\_\_\_ Date \_\_\_\_\_

(Contractor Signature) \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE-OFFICIAL USE ONLY**

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Application Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Permit No. \_\_\_\_\_

Permit issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

**Permit valid when approved and paid for.**

Fee: \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_

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

**Certificate of Occupancy or Compliance *must* be obtained before occupancy of the structure or new work.**

Certificate of Occupancy Issued by: \_\_\_\_\_ Date \_\_\_\_\_

Certificate of Compliance Issued by: \_\_\_\_\_ Date \_\_\_\_\_

**ATTENTION**

**This form, signed and dated by PROPERTY OWNER, must accompany Building Permit application.**

VILLAGE OF WILLIAMSVILLE

**SURVEY CERTIFICATION STATEMENT**

The survey print submitted with this application, is an accurate depiction of premises and proposed structures thereon.

All structures depicted on this survey print are used solely for the purpose thereon indicated.

Permit, if granted, will not result in any illegal residential or commercial occupancy.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Address

\_\_\_\_\_