

Village of Williamsville

716-632-7747
FAX 716-626-4964

5565 Main Street
Williamsville, New York 14221



COMMERCIAL CONSTRUCTION

BUILDING DEPARTMENT PERMIT APPLICATION

NOTE: An incomplete application may delay the timely issuance of your permit: please enter N/A if a section is not applicable.

1. Project location ad Information

Number and Street Address: _____

Tax map Number: _____

Current use of the property/building _____

Proposed use of the property/building _____

2. Owner Identification

Owner's name: _____

Address of owner: _____

City, State, Zip: _____

Phone Number: _____

3. Type of Construction or Improvement

New Building: proposed use is _____

3. Electrical Contractor: Name: _____
 Address: _____
 City, State, Zip Code: _____
 Phone: _____
4. Plumbing Contractor: Name: _____
 Address: _____
 City, State, Zip Code _____
 Phone Number: _____
5. Mechanical Contractor: Name: _____
 Address: _____
 City, State, Phone Number: _____
6. Other Contractor: Name: _____
 Address: _____
 City, State, Zip Code: _____
 Phone Number: _____
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Part III: Project location and Details

Please attach two (2) sets of drawings, sketches and /or plot plans

A Sketch or drawing of the work to be performed must be made a part of this application. The sketch or drawing must include the following:

1. The two (2) sets of drawings or sketches will be distributed in the following manner:
 - One set will be located on the construction site which will be signed and/or stamped by the Building Department and made available for the Code Enforcement Official
 - Two sets will be for inspections for the Building Department
2. If architectural and/or Engineered drawings are required drawings need to be prepared by a New York registered Architect or Licensed Professional Engineer. (When the cost of the project exceeds ten thousand \$10,000.00).
3. Indicate with sufficient clarity and detail the nature and extent of the work proposed.
4. Location of the proposed structure or addition showing the number of stories and all exterior dimensions.
5. The distance of the proposal from all lot lines and any structure including neighboring structures.
6. The depth of the proposed foundation or footers.
7. The maximum percentage of the lot to be cover by building(s)

Important Notices: Read before signing

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Official and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances of the Village of Williamsville and all applicable codes, rules or regulations.
2. In the even that there are changes to the scope of work that has been approved on the building permit the Village of Williamsville Building Department will be notified immediately of the changes.
3. Demolition activities planned may carry with it the potential for exposure to asbestos for workers involve. Accordingly, you are advised to contact the New York Statute Department of Labor on this matter.
4. It is the owner’s responsibility to contact the Village of Williamsville Building Department at 632-7747 (Monday through Friday from 8:00 am until 3:30 pm) at least 48 hours before the owner and /or contractor wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for “internal work” which will be eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall).

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

- | | |
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| a. Work site prior to the issuance of a permit | f. Fire resistant construction |
| b. Footing and foundation | g. Fire resistant penetrations |
| c. Preparation for concrete slab | h. Solid fuel burning heating appliances,
Chimneys, flues or gas vents |
| d. Framing | i. Energy code compliance |
| e. Building systems, including underground and
rough-in | j. A final inspection after all work
authorized by the building permit has been
completed |

DO NOT PROCEED TO THE NEXT STOP OF CONSTRUCTION IF SUCH “INTERNAL WORK” HAS NOT BEEN INSTPECTED. Otherwise, work may need to be removed at the owner’s or contractor’s expense to conduct the interior inspection. Close coordination with the Village of Williamsville Building Department will greatly reduce this possibility.

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 PERSUANT 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 INSPECTON(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. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
9. Work undertaken pursuant to this permit is conditioned upon and subject to any State and Federal regulations relating to asbestos material.
10. This permit does not include any privilege of encroachment in, over, under or upon any city street or right-of-way.
11. 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

Application Approved Date: _____ Permit Number _____

Permit issued by _____ Date _____

Permit Expiration Date: _____ Permit valid when approved and paid for.

Fee _____ Receipt Number _____

Certificate of Occupancy or Compliance *must* be obtained before occupancy use.

Certificate of Occupancy or Compliance
Issued by: _____ Date _____

Application Denied Code Enforcement Official _____ Date _____

