

Village Of Williamsville

Building Department
5565 Main Street
Williamsville NY, 14221



Phone: 716-632-7747
Fax: 716-626-4964
www.walkablewilliamsville.com

Building Permit Application Check sheet **1 & 2 Family Dwellings**

The following items must be submitted in order to obtain a Building Permit for a 1 or 2 family dwelling
(Additional information may be requested by the Building Department at any time.)

Property located at: _____

- Completed "General Building Permit Application" form.
- Two (2) copies of a proposed drainage plan - must show appropriate slopes and swales)
- One (1) copy of a current survey and new spot survey – show all buildings, easements, driveways, etc.
- Flood Information if the proposed building is located in the Special Flood Hazard Area.
- Soil investigation report with complete geotechnical information.
- One (1) Digital copy of the working plans, drawn to scale. (may be emailed, or supplied on USB Drive or disk)
- Three (3) complete sets of working plans, drawn to scale. (No larger than 24" x 36" preferred)
 - Foundation Plan – footing and foundation details – show depth of forint, reinforcement, damp proofing.
 - Floor Plan – Indicate use of all rooms, attic access, room sizes, water closet clearance, and shower dimensions.
 - Building Elevations – show exterior materials, roof pitches, grading, chimney termination and attic ventilation.
 - Wall Sections – Show structural components including beams, headers and blocking.
 - Indicate ceiling heights and insulation.
 - Floor/Roof framing – show size and type of materials, spans, spacing, layout and truss specifications, where applicable (structural calculations may be required).
 - Electrical – Show location of electrical panel, smoke detectors, lights switches, outlets (including GFCI/AFI protected).
 - Mechanical and Pluming – Show furnace and water heater location, combustion air, washer and dryer, dryer vent, floor drains, shower pans etc.
 - Window Schedule – show sizes, location and type of glazing (how window opens, i.e. slider, single hung, casement or fixed) including basement windows, and basement egress and widow well sizes.
 - Stair cross sections – show rise and run, headroom, width, handrails, guardrails and landings.
 - Indicate Structural Design Criteria and provide calculations where applicable.
- Two (2) copies of Energy Code calculations.
- Two (2) copies of the Code Compliance analysis from NYS licensed design professional using 2015 Uniform Code, and 2017 NYS supplements to the Uniform Code.
- Two (2) copies of "UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND /OR TIMBER CONSTRUCTION" check sheet.
- All plans and specifications must be imprinted with the seal and signature of an Architect or Professional Engineer, registered and licensed in the State of New York, in accordance with NYS Education Law. Submit one set with original seal; others may be copies.
- Curb cut permit and initial cut approval from appropriate Highway Department (if necessary)
- Filing Fee of \$75.00 in addition to the Building Permit fee equal to \$8.00/ \$1,000 of construction.

Note: All plumbing performed within the Village of Williamsville must have a separate Plumbing Permit and must be inspected, regardless of who performs the work. Any contractor working in the Village of Williamsville must be licensed with the Village of Williamsville and supply the appropriate insurance documentation. (Homeowners may obtain a permit and perform Plumbing work on their existing residence.)

Applicant Signature: _____