

# VILLAGE OF ORCHARD PARK

## NON-RESIDENTIAL/MULTIFAMILY DWELLING & ACCESSORY USE BUILDING PERMIT APPLICATION

Complete this application, attach all required submittals and return with the required fee. The work requested by this application requires Planning Board approval. The next Planning Board meeting is \_\_\_\_\_ @ 7:30 pm. The deadline for the completed application with the required submittals and fee is \_\_\_\_\_ @ 12:00 Noon. **Contact the Village office for meeting dates.** The Code Enforcement Official will review this application to determine if the application can be placed on the Planning Board agenda or if a variance is required. See "Additional Information" on the back of this form.

**A BUILDING PERMIT APPLICATION WILL NOT BE MARKED AS RECEIVED UNTIL ALL FEES ARE PAID**

**IT IS A VIOLATION OF THE ORCHARD PARK MUNICIPAL CODE TO PROCEED WITH ANY WORK BEFORE THIS PETITION IS APPROVED BY THE PLANNING BOARD AND THE CODE ENFORCEMENT OFFICIAL**

**INFORMATION**

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

NAME: (Property Owner) \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

NAME: (Occupant) \_\_\_\_\_ Phone #: \_\_\_\_\_

NAME: (Applicant) \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

NAME: (Contractor) \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor Mailing Address: \_\_\_\_\_

Name: Licensed Design Professional - (if required) \_\_\_\_\_ Phone #: \_\_\_\_\_

Licensed Design Professional Mailing Address: \_\_\_\_\_

Application is made for permission to: \_\_\_\_\_

Construction Type: \_\_\_\_\_ Estimated value of work exclusive of land: (\$) \_\_\_\_\_

Size of proposed structure (feet): wide: \_\_\_\_\_ deep: \_\_\_\_\_ high: \_\_\_\_\_ area: (sf) \_\_\_\_\_

Feet from lot lines: front: \_\_\_\_\_ back: \_\_\_\_\_ left: \_\_\_\_\_ right: \_\_\_\_\_

**VILLAGE USE ONLY** SBL # \_\_\_\_\_

**SUBMITTALS - attach the requested # of copies to the Building Permit Application**

Survey/Site Plan (8 copies)  Not Required

If the requested work will excavate, disturb, penetrate, uncover or cover any soil, a survey or site plan showing the location of the requested work must be submitted. The existing and/or intended storm drainage system must be shown. This action is necessary to either improve the existing drainage system or if the requested work will affect the existing drainage system.

"Dig Safely New York" (see attachment)  Not Required

If the requested work will excavate, disturb, penetrate, uncover or cover any soil, "Dig Safely New York" must be notified by the contractor or property owner @ 1-800-962-7962 so all utility owned underground equipment can be properly located. The actions required by "Dig Safely New York" must be taken before any work can begin. Privately owned utility equipment will not be located by this action. The "Dig Safely New York" ID # must be listed on the application: ID # \_\_\_\_\_

Construction Drawings/Information (8 copies)

Drawings and/or information specific to the requested work must be submitted in order for a determination to be made that such work is compliant with the applicable codes of New York State and the Village of Orchard Park. Information will be accepted for manufactured items such as a fence. Drawings are required for work that involves construction. Drawings shall list all the necessary features required by the NYS Building Code. Drawings that show requested work covered by the Building Code as well as drawings for repairs in which the value exceeds \$20,000 shall be stamped by a licensed design professional.

Contractor's Worker's Compensation and Disability Insurance

Submit one form from each category for each contractor. "Accord" forms and faxed copies will not be accepted.

Worker's Compensation Insurance Form	C-105.2	U26.3	SI-12	GSI-105.2
Disability Insurance Form	DB120.1	DB-820/829	DB-155	

**FEE - A BUILDING PERMIT APPLICATION WILL NOT BE MARKED AS RECEIVED UNTIL ALL FEES ARE PAID**

Receipt is hereby acknowledged of the sum \$ \_\_\_\_\_ being the permit application fee established by the Village Board (See Fee Schedule). Receipt # \_\_\_\_\_

Village Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY OWNER RESPONSIBILITIES**

**For and in consideration of the granting of the permit hereby petitioned for, the applicant does agree to exercise such permission in strict accordance with the conditions listed below:**

1. To comply with the terms of the permit, the New York State Fire Prevention and Uniform Building Code, the Village of Orchard Park Municipal Code, the rules and regulations of the Erie County Sewer District #3 and all rules and regulations of the various departments of the Village.
2. To give full notification to the Code Enforcement Official for inspections: (1) work site prior to the issuance of a Building Permit; (2) footing and foundation; (3) preparation for concrete slab; (4) framing; (5) building systems, including underground and rough in; (6) fire resistance construction; (7) fire resistance penetrations; (8) solid fuel burning heating appliances, chimneys, flues or gas vents; (9) Energy Code compliance; (10) a final inspection after all work authorized by the Building Permit has been completed and (11) any Special Inspections required by the NYS Fire Prevention and Uniform Building Code.
3. Upon completion of all authorized work, an application shall be made to this department for a Certificate of Occupancy. It is unlawful to use any structure in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been issued.
4. To supply such other information as the Code Enforcement Official, the Board of Appeals, the Planning Board or the Village Board may require.
5. No person shall make any change in plans herewith submitted or specifications herein contained, or in the structural part of the building without written consent of the Code Enforcement Official.

**NOTARIZED PROPERTY OWNER'S SIGNATURE**

**For and in consideration of the granting of the permit hereby petitioned for, the applicant does agree to exercise such permission in strict accordance with the conditions listed above:**

**PROPERTY OWNER'S SIGNATURE:** \_\_\_\_\_

Notary Public	State of New York County of Erie      ss:
	ON THIS ____ DAY OF _____, 20____ BEFORE ME PERSONALLY CAME
	_____ TO ME PERSONALLY KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FORGOING DOCUMENT
	_____ NOTARY PUBLIC

**APPROVALS**

**Building Department**

I do certify that I have examined the foregoing petition and submittals for the above action, that the same are satisfactory and conform to the applicable codes.

Conditions:

Code Enforcement Official \_\_\_\_\_ Date \_\_\_\_\_

**Department of Public Works (if required)**

I do certify that I have examined the foregoing petition for the action and that the same meets the specifications of the Dept. of Public Works.

Conditions:

Director of Public Works \_\_\_\_\_ Date \_\_\_\_\_

**Planning Board Approval (if required)**

Conditions:

Planning Board Chairman \_\_\_\_\_ Date \_\_\_\_\_

**Zoning Board of Appeals Approval (if required)**

Conditions:

Zoning Board of Appeals Chairman \_\_\_\_\_ Date \_\_\_\_\_

#### ADDITIONAL INFORMATION

The information listed in this section is intended to provide guidance in order to minimize the need for a variance. A variance may be required even if these guidelines are followed.

If a variance is required, a Zoning Board of Appeals (ZBA) application, six (6) additional copies of the site plan and six (6) additional copies of drawings/information must be submitted and an additional \$100 fee paid for Planning Board and Zoning Board of Appeals review. It is suggested the Code Enforcement Official be contacted when completing the ZBA application.

#### **New Building - Consult the Code Enforcement Official**

**Addition** - Can be constructed in a rear yard to within 50 feet of a rear lot line or in a side yard to within 8 feet of a side lot line. If an addition is desired beyond these parameters or in a front yard, a variance is required. It is recommended that the addition be located a minimum of 10 feet away from privately owned underground utilities.

**Alteration/Remodel** - No guidelines if the building footprint does not increase.

**Porch** - Can be constructed in a rear yard to within 50 feet of a rear lot line or in a side yard to within 8 feet of a side lot line. If an addition is desired beyond these parameters or in a front yard, a variance is required. It is recommended that the porch be located a minimum of 10 feet away from privately owned underground utilities.

**Deck** - Can be constructed in a rear yard to within 50 feet of a rear lot line or in a side yard to within 8 feet of a side lot line. If an addition is desired beyond these parameters or in a front yard, a variance is required. It is recommended that the deck be located a minimum of 10 feet away from privately owned underground utilities.

**Fence** - Maximum height of 3 feet in a front or side yard. Maximum height of 6 feet in a rear yard. A fence can be placed up to but not over the property line. The property owner determines as to which side of the fence faces adjacent property.

**Detached Garage or Shed** - Must be in a side or rear yard, 8 feet from any lot line, maximum footprint of 600sf, maximum height of 18 feet and maximum door opening height of 8 feet. It is recommended that the structure be located a minimum of 10 feet away from privately owned underground utilities.