TOWN OF WEST SENECA

1250 UNION ROAD
WEST SENECA, NY 14224
716-558-3242

REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

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1) ***COPY OF SURVEY**: FOR PROPERTY WHERE WORK IS TO TAKE PLACE*

2) ***PLANS: TWO (2) COPIES** OF THE PLANS ARE REQUIRED. THE BUILDING INSPECTOR MAY REQUIRE PLANS TO BE STAMPED BY A LICENSED PROFESSIONAL ARCHITECT OR ENGINEER AND TO INCLUDE A NYS ENERGY WORK-UP SHEET.*

3) *DRAINAGE PLAN**: REQUIRED FOR ALL NEW CONSTRUCTION, AND MAY BE REQUIRED ELSEWHERE AT THE DISCRETION OF THE** BUILDING INSPECTOR. **(SEE REVERSE SIDE FOR REQUIREMENTS)***

4) ***CONTRACTORS INSURANCE CERTIFICATE**: MUST BE ON FILE WITH OUR OFFICE*

5) *ESTIMATE **OF CONSTRUCTION COST**: ESTIMATED COST OF CONSTRUCTION FOR STATISTICS*

6) ***IF APPLICABLE, TOWN OF WEST SENECA LICENSED PLUMBERS TO CONDUCT PLUMBING.***

7) ***REVIEW PROCESS:** PLANS SHALL BE LEFT FOR REVIEW FOR A MINIMUM OF **14 DAYS***

AN APPLICATION WILL NOT BE ACCEPTED WITHOUT ALL OF THE ABOVE

SITE &
<u>DRAINAGE SURVEYS FOR NEW CONSTRUCTION</u>
<u>DUMPING PERMITS, OR</u>
<u>COMMERCIAL PARKING AREAS</u>

BEFORE A BUILDING PERMIT APPLICATION CAN BE FILED FOR NEW CONSTRUCTION OR COMMERCIAL CONVERSIONS INVOLVING PARKING AREAS A DRAINAGE PLAN IS REQUIRED. THE PLAN MUST INCLUDE THE FOLLOWING REQUIREMENTS INCLUDING ADDRESS.

1) *THE PLAN MUST BE **STAMPED** BY A **NYS LICENSED ARCHITECT, LAND SURVEYOR AND/ OR ENGINEER.***

2) *EXISTING GRADES OF SUBJECT PROPERTY WITH ELEVATION SHOTS OF NEIGHBORING PROPERTIES. (10 FT. IN ON BORDERING PROPERTY AND AT THE PROPERTY LINE)*

3) *PROPOSED GRADES AFTER DEVELOPMENT IN A RECTANGLE OR EXISTING AND PROPOSED CONTOURS.*

4) *ALL GRADES MUST BE ELEVATIONS FROM A BENCHMARK USING TOWN OF WEST SENECA DATUM.*

5) *WHERE THE PLAN INVOLVES A PARKING LOT AREA, SHOW PARKING SPACES AND ADA REQUIRED LOADING ZONE ENCLOSED DRAINAGE PIPING INTO EXISTING ROADSIDE OR OTHER APPROVED DRAINAGE IS REQUIRED. (INCLUDES ROOF LEADERS & SUMP PUMP CONNECTIONS)*

6) *IF STATE OR COUNTY PERMITS ARE REQUIRED FOR HOOK-UP, THEY ARE TO BE OBTAINED BY OWNER OR CONTRACTOR. COPIES OF SAID PERMITS TO ACCOMPANY BUILDING PERMIT APPLICATIONS.*

7) ***THREE (3) COPIES OF PLANS ARE TO BE SUBMITTED TO THE BUILDING DEPARTMENT.** THEY ARE THEN GIVEN TO OUR ENGINEERING DEPARTMENT FOR THEIR APPROVAL. MORE THAN ONE SUBMITTAL MAY BE REQUIRED BEFORE FINAL APPROVAL.*

8. *TOP FOUNDATION WALL, GARAGE FLOOR ELEVATION AND GROUND AT STRUCTURE REQUIRED.*

9. *LOCATE AND PLOT ALL UTIITIES IN THE RIGHT-OF-WAY*

10. *SHOW LOCATIONS OF PROPOSED SANITARY LATERALS & WATER LINES.*