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APPLICATION FOR BUILDING PERMIT

No. _____

Take Notice: It is a violation of the Town of North Collins Code to proceed with any construction operations before this application is approved by the Building Inspector.

Town of North Collins, Erie County, New York

Date: _____ Zoning: _____

Application is hereby made for permission to: (Please state what you are applying for
i.e. Building, repairing, installing a ...) _____

Type of Material to be used: (wood, metal, plastic, masonry, etc.) _____

This structure is to be used as a(n):

- ☐ Single Dwelling ☐ 2-Family Dwelling ☐ Multiple Dwelling ☐ Apartment
☐ Private Garage ☐ Addition ☐ Shed/Small Storage
☐ Fence ☐ Roof ☐ Patio/Deck
☐ Pole Barn ☐ Agricultural Building ☐ Pool __ Above Ground __ In Ground
☐ Other _____

To be located at (property address): _____ SBL# _____

Size of structure will be: _____ long _____ wide _____ high _____ square feet

The estimated cost will be: _____

List other buildings located on same lot: _____

Are there any deed restrictions or easements on the property: _____

Explain: _____

Workers' Compensation and NYS Disability Insurance carried by: _____

Name of Architect: _____ Address: _____ Phone: _____

Name of Building Contractor: _____ Address: _____ Phone: _____

Name of Plumbing Contractor: _____ Address: _____ Phone: _____

Name of Electrical Contractor: _____ Address: _____ Phone: _____

Name of Heating Contractor: _____ Address: _____ Phone: _____

* Please attach an updated lot survey, bearing the stamp of a licensed surveyor or engineer.
Survey must show placement of current structures and placement of structure to be added, with distances measured in feet.

* Plans for the Building Inspector must be submitted with this application. They must comply with State Uniform Building Construction Code and the State Energy Conservation Code.

The undersigned hereby certifies that all of the information contained in this application is correct and true.
This permit becomes INVALID and fee forfeited 1 year after issuance. Permit extensions may be filed.

Address: _____

Owner's Signature

Owner's Name - PRINT

* Mandatory Inspections (where necessary)

Notify Building Inspector at least 24 hours prior to inspection time.

Date:	Signature:	Date:	Signature:
#1 _____	_____	#5 _____	_____
#2 _____	_____	#6 _____	_____
#3 _____	_____	#7 _____	_____
#4 _____	_____		

Town of North Collins Building Department

Reviewed only for conformance with Town & State Codes. The contractor or individual doing work to be responsible for all dimensions and for fulfillment of detailed requirements of all codes.

ACTION

1. Approved
2. Approved As Noted
3. Disapproved, Resubmit

By: _____
Building Inspector

Date: _____

Town of North Collins Building Department

I do certify that I have examined the foregoing application, building plans and plot plan and they conform to Ordinances of the Town of North Collins.
Building Inspector Signature: _____

Fee Amount: _____
Town Clerk Receipt #: _____
Date Received: _____



Certificate of Attestation of Exemption

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

Follow these steps:

1. Go to **businessexpress.ny.gov**.
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you **do not have** a NY.gov business account, go to **step 4** to set up your account.
If you **have** a NY.gov log-in and password, go to **step 16**.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and Last Name
 - Email
 - Confirm Email
 - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
 - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
 - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
 - Do one of the following:
 - If the account(s) shown is a NY.gov Individual account, select **Continue**.
 - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
10. An activation email will be sent.
 - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
 - Specify three security questions.
 - Select **Continue**.
12. Create a password (must contain at least eight characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**.
 - At the top of the screen select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Log in/Register**.
15. On the New York Business Express home page, do one of the following:
 - Scroll down to Top Requests and select **Certificate of Attestation of Exemption**, or
 - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
 - Select **Apply as a Business**, or
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, or
- Access **businessexpress.ny.gov**, and then access your **Dashboard** (under your login name on right).

Print and sign the **Certificate of Attestation of Exemption**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.

WHAT DO YOU NEED?

The following information is required to obtain a building permit:

- A survey must be attached showing all distances from roads, existing structures, property lines, creeks, ponds, wetlands and usual topography
- Survey must also show location and dimensions of the proposed structure, fence, sign, pool or generator, heating device proposed and existing septic system

Building plans must be submitted with building permit application, and include all construction details including but not limited to:

- Footer and foundation details
- Framing details with lumber dimensions, species, spacing, spans and attachment details
- Electrical and plumbing
- Installation details

Any construction plans exceeding 1,500 square feet must be stamped by a licensed professional architect or Engineer, the code officer may also require plans less than 1,500 square feet be stamped.

ADDITIONS

1. Copy of survey
 - plot plan showing location of building
2. Plans
 - 1/4" = 1' scale
 - one set for office to keep
 - engineer or architect stamp plans
 - crosscut section view of addition
3. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200

REPAIRS & ALTERATIONS

1. Copy of survey
2. Plans
3. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200

INSPECTIONS REQUIRED

1. When footing is ready to be poured, including trench pour

2. When wall is complete and waterproofed, prior to backfill
3. After framing, electrical, plumbing and heating is complete
4. After insulation is complete
5. Final inspection including a final electrical inspection within one year of date permit was issued. After all construction on building and grounds is complete, including final grading, seeding, drainage, etc.

NEW HOUSES

1. Copy of survey
 - plot plan showing location of building
2. Blueprints must meet current NYS Building Code
 - one set for office to keep
 - engineer or architect stamp
 - energy code compliance
3. Septic Certificate from the Erie County Health Department
4. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200

INSPECTIONS REQUIRED

1. When footing is ready to be poured, including trench pour
2. Before concrete wall is poured
3. When wall is complete and waterproofed, prior to backfilling
4. After framing, electrical, plumbing and heating is complete
5. After insulation is complete
6. Blower Door test is required by a thri
7. Final electrical inspection
8. Final within one year of date permit was issued. After all construction on building and grounds is complete, including final grading, seeding, drainage, etc.
9. An as built survey showing a drainage plan is required before a Certificate of Occupancy will be issued

DETACHED GARAGE

1. Copy of survey
2. Building Plans
3. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200

INSPECTIONS REQUIRED

1. Footing/foundation before pouring concrete
2. Framing
3. Any mechanicals, electrical, HVAC, plumbing.
4. Final inspection 100% complete.

DECKS

1. Copy of survey with deck plotted on it (size & setbacks)
2. Plans
3. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200

INSPECTIONS REQUIRED

1. Footing/foundation before pouring concrete
2. Framing
3. Final inspection 100% complete.

FENCES

1. Copy of survey with fence location
2. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200

INSPECTIONS REQUIRED

1. Post holes
2. Final inspection

SWIMMING POOLS

PERMIT IS REQUIRED FOR ALL POOLS CAPABLE OF HOLDING 24 INCHES OR MORE OF WATER – THIS INCLUDES SOFT SIDED BLOW UP POOLS

1. Copy of survey with pool location (size & setbacks)
2. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200

SHEDS & BARNs over 144 sqft

1. Copy of survey with building plotted on it (size & setbacks)
2. Plans
3. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200

DEMOLITION

1. Copy of survey
2. Utility disconnect
4. Asbestos abatement survey
5. Contract with Homeowner or Business Owner
6. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200

WORK MUST BE COMPLETED BY MARCH 1ST TO BE REMOVED FROM THE TAX ROLLS FOR THE UPCOMING YEAR

WOOD BURNING FIREPLACE

1. Copy of survey
2. Manufacturer specifications for wood stove
3. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200

EMERGENCY GENERATOR

1. Copy of survey with generator plotted on it
Must meet NYS code for setback requirements
2. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200
3. Provide manufacturer specifications for the installation of the unit

ROOFING

1. Copy of contract listing homeowner & contractor names; mailing address for both; telephone numbers for both & project cost
2. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200

ELECTRICAL PERMITS

1. Certificates for contractors of General Liability; Workman's Compensation & Disability Insurances; CE-200
2. Scope of work

INFORMATION

5. Jeneen Hill- Zoning question/ general permit questions- 716-462-3755
2. Tyler Hill- Building / inspections 716-550-6507
3. Erie County Health Department – 961-6800

The Building Department is more than happy to assist you in any way that we can. It is very helpful to call us in advance to set up an appointment to review your needs.