

Town of Portville

Form A - Application for Building Permit

I. **APPLICATION:** The undersigned hereby makes application for a **Town of Portville Building Permit** for the purposes and on the site described herein, and agrees that such purposes shall be undertaken in accordance with all applicable laws, ordinances and requirements.

Applicant Information:

Name: _____ Date: _____

Mailing Address: _____

_____ Phone: _____

Name of Owner If Not Applicant: _____

Mailing Address: _____

_____ Phone: _____

Property Identification:

Tax Map - Section _____ Block _____ Lot _____

Street Address: _____

Flood Plain District: _____

II. **DESCRIPTION OF PURPOSES:** (Circle One)

To: Use, Move on Location, Erect, Repair, Alter, Construct, Install, Extend, Remove, Demolish, Maintain (legal nonconforming use) a structure or land located at:

at a cost of \$ _____ for the following purpose(s) _____

III. **SITE/PLOT PLAN:** A site / plot plan consists of a general layout to approximate scale which includes, but is not limited to: buildings, driveways, parking areas, sign locations, fences, adjacent roadways, oil & gas well(s), water well(s), septic system(s), and any other important features.

- Site Plans:
- Drawn on site/plot plan sheet
 - Attached
 - Not included. Explain why.

IV. **CONSTRUCTION:** If the proposed action involves construction, please provide the following data for the structure.

Type of building _____
What will building be used for _____
Height (Stories and Feet) _____
Number of family units _____
Dimensions of Lot _____ Square Feet _____
Corner Lot? _____ Interior Lot? _____
Front Yard Setback in Feet _____
Sideyard Setbacks in Feet, _____ Side 1 _____ Side 2 _____
Rear Yard Setback in Feet _____
Other Comments _____

V. **SPECIFICS**

Name of Compensation Insurance Carrier _____
Number of Policy _____ Date of Expiration _____
Name of Contractor _____
Address _____ Phone No. _____
Electrical inspection (if required) will be done by: _____

VI. **GENERAL:** (Answer all questions)

Have Health Department permits been granted? Yes No Not Required
Please submit a copy of approved permit with application, if yes.

Is site in a Flood Plain? Yes No Unknown

Is there access to public streets? Yes No Unknown

Is a driveway or curb cut necessary? Yes No Unknown
If Yes, have you contacted the appropriate highway department to coordinate such?
 Yes No

Have you consulted and are you in conformance with the State Multiple Residence Law?
 Yes No Unknown N/A

Have you consulted and are you in compliance with all applicable building codes?
 Yes No Unknown N/A

If a subdivision, have you consulted and are you in compliance with all applicable subdivision laws?
 Yes No Unknown N/A

APPLICANT'S SIGNATURE _____ DATE _____

Building Permit is granted is denied . Reason for denial: _____

Signature of Building Inspector

PO Box 630
Portville, NY 14770

Application # _____

Town of Portville

Form B - Application for Building Permit
CONSTRUCTION SPECIFICATIONS

DATE _____
NAME _____ TELEPHONE NO. _____
ADDRESS _____ PARCEL OWNER Yes No
PARCEL # _____ CONSTRUCTION VALUE _____

INSTRUCTIONS: This form to be attached, when completed, to **Form C** (Receipt of Application Pending Approval).
a) This application must be completely filled in by typewriter or in ink and submitted in duplicate to the inspector in charge.
b) This application must be accompanied by one set of specifications describing the nature of work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.
c) Upon approval of this application, the issuing inspector will issue a building permit to the applicant. Such permit shall be kept on the premises available for inspection throughout the progress of the work.
d) The work covered by this application may not be commenced before the issuance of a building permit.
e) No building shall be occupied or used in whole or in part for any purposes whatever until an application is made for a Certificate of Occupancy and shall have been granted by the inspector and issued by the municipality.

1. State existing use and occupancy of premises and intended use and occupancy of proposed construction:
a) Existing use and occupancy _____
b) Intended use and occupancy _____
2. Nature of work (check which applicable): New Building Addition Alteration Repair Removal Demolition Installation
3. If dwelling, number of dwelling units _____. Number of dwelling units on each floor _____. If garage, number of cars _____.
4. If business, commercial or mixed occupancy, specify nature and extent of each type of use _____

5. Dimensions of entire new construction: Front _____ Rear _____ Depth _____ Height _____ Number of Stories _____
6. Size of lot: Front _____ Rear _____ Depth _____ Acres _____
7. 911 Regulation House Address Number appears on or will appear on house and mailbox Yes No
8. A plot diagram must be prepared and attached hereto and locate clearly and distinctly all buildings, whether existing or proposed, and indicate all set-back dimensions from property lines. Give tax map numbers or description according to deed, and show street names and indicate whether interior or corner lot. Is one included Yes No
9. If this application is not filed by the owner, complete the affidavit below stating that the proposed construction is authorized.

_____ being duly sworn deposes and says that he is the owner and has authorized _____ agent

Name of Owner _____ agent _____
to perform the said work and to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations, and that the inspector shall be permitted to inspect the premises without the need of a search warrant.

Sworn to before me this _____ day of _____ 19 _____.

Notary Public, _____ County _____
Signature of Owner _____

Zoning Permit Building Permit is granted is denied . Reason for denial: _____

Signature of Building Inspector

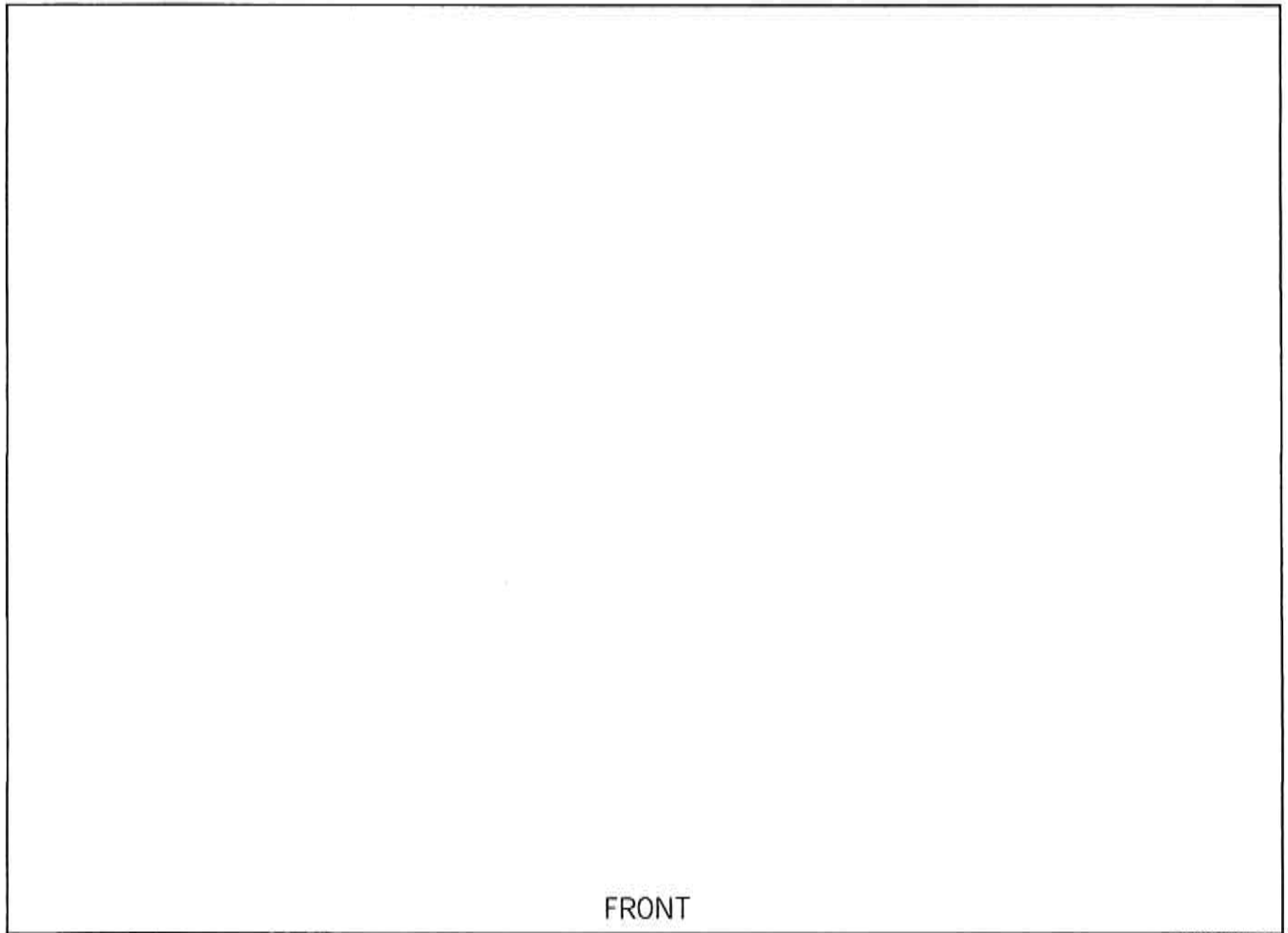
Town of Portville

PLOT PLAN

Property Address: _____

The bold lines (below) indicate the property boundary lines. All existing structures (ie: buildings, gazebos, etc.) shall be drawn in **SOLID LINES** and all proposed construction shall be drawn in **DASHED LINES**. Include their dimensions and measurements from all structures to all property lines. Also, indicate where the front of the property is located, right, left, and the direction of **NORTH**. Drawing is to be drawn as though you are looking down onto the property.

NOTE: The front property line is to be measured from your lot line. If location of your lot line is unknown measure from the center of the street or road and indicate as such on drawing below.



ROAD - _____width of right-of-way

FRONT LOT LINE

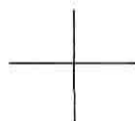
Dimension size of lot

Locate septic system.

Dimension of structure(s)

Locate water well

Please indicate (N, S, E & W)



Town Of Portville

Code Enforcement Department

Form C - Receipt of Application Pending Approval

Tax Map / Section _____ Block _____ Lot _____ Date _____

Name of Applicant: _____

Job Site: _____

Name of Owner: _____ Phone: _____

Mailing Address: _____ Zip _____

Applicant Signature

Date

TO BE COMPLETED BY OFFICE PERSONNEL

Permit: # _____ Issued On _____ Expires _____

P.E. Approved (if applicable)

by: _____

date: _____

Occupied As: _____

Zoning _____

Bldg. Permit fee up to _____ = _____

for each additional @ _____ = _____

Fire Insp. _____

Final Inspection _____

Other _____

Total _____

Fee Paid TOTAL \$ _____

Fee must be remitted at time application is made.

Comments: _____

PERMIT ADMINISTRATOR

CHECK APPLICABLE ITEMS:

Size of Construction: _____

Square Footage: _____

New Construction

Residential Commercial

Renovation, Alteration, Conversion

Residential Commercial

Installation Mobile Modular Home

Chimney Construction

Solid Fuel Burning Device Insert

Pool Deck Roof Porch Storage Building

Septic - New Installation Renovation

Other _____

Permit Renewal New Elec. Service

Visual Safety Inspection

Revision to Original Permit Fire Inspection

Certificate of Occupancy

Temporary Certificate of Occupancy

Inspector