

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 &
DRAINAGE SURVEYS FOR NEW CONSTRUCTION
DUMPING PERMITS, OR
COMMERCIAL PARKING AREAS*

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 UTILITIES IN THE RIGHT-OF-WAY*
- 10. SHOW LOCATIONS OF PROPOSED SANITARY LATERALS & WATER LINES.*