

TOWN OF PENDLETON
BUILDING DEPARTMENT
6570 CAMPBELL BLVD.
LOCKPORT, N.Y. 14094
716-625-8833 EXT. 14 & 15

6/14/10

WHAT REQUIRES A BUILDING PERMIT? Any new construction which includes structural modifications, additions, or new construction to include patio covers, porches, utility sheds, roofing, fireplaces, pools, fences, signs, and excavations other than for building construction.

Notice: It is a violation of the code of the Town of Pendleton to proceed with any construction before an Application for Building Permit is approved and a Permit has been issued. A payment of double the fee will be assessed for anyone starting without a permit and a stop work order will be issued until a Permit is issued.

Guidelines for applying for a building permit

- A Building Inspector will assist with filing the Building Permit Pre-application Form and advise of any fees to be paid.
- A plot plan showing the lot and location of buildings on the property, dimensions to property lines, streets and other buildings, and the location of the proposed project will be required. A copy of the property survey shall be used.
- All project work being done must conform to the NYS Uniform Fire Prevention and Building Code. Drawings must show sufficient information regarding dimensions and materials to be used. Projects with structural improvements may require drawings stamped by a NY State licensed architect or engineer where required by NYS Education Law.
- All contractors and/or subcontractors involved must be licensed in the Town of Pendleton. This requires proof of insurance for general liability, workers compensation and disability.
- All necessary arrangements for sanitary and storm sewers, water connections and driveway/curb cuts must be made with the Public Works Department of the Town of Pendleton at 625-8033. No building permit will be issued until these are in place.
- Electrical work requires an inspection. Electrical inspections are made an approved firm for an additional fee. Inspections must be made prior to covering any wiring.
- Upon approval of an application, the Building Department will issue a Building Permit and it must be posted on the premises. The permit will be good for 12 months.
- A list of required inspections will accompany the permit. You must call this office at 716-625-8833 ext. 14 or 15 to arrange each inspection, **which require a 24-hour advance notice. You must receive approval from the Building Inspector after each inspection before continuing with the project.**
- No person shall make any changes to the approved plans before contacting the Building Inspector
- Upon notification by the applicant of completion of all construction and after an acceptable final inspection by the Building Inspector, a Certificate of Occupancy will be issued. It is unlawful to use any structure in whole or part for any purpose whatsoever until a certificate has been issued.

Town of Pendleton
Building Department

2-03-09

BUILDING PERMIT PRE- APPLICATION FORM

BEFORE SUBMITTING APPLICATION: PLEASE ANSWER THE FOLLOWING:

(Building Inspector will assist you)

PROPERTY OWNER _____ DATE _____

ADDRESS _____

PHONE _____

CONTRACTOR/APPLICANT _____

ADDRESS _____

LICENSE # _____

PHONE _____

PERMIT SITE LOCATION _____

(Number & Street)

BUILDING TYPE __ RESIDENTIAL __ COMMERCIAL __ OTHER _____

COST OF PROJECT _____ ZONING CLASSIFICATION _____

INTENDED USE _____

CURRENT SURVEY IS REQUIRED FOR ALL ACC. STRUCTURES AND ANY WORK IN FRONT OF HOUSE.

Current Survey Received? No _____ Yes _____ Approved _____
(date)

Is this a non-conforming lot: No _____ Yes _____ How many structures are on lot? _____

Is variance required for above? No _____ Yes _____ Approved _____

Is lot in a Wetland area? No _____ Yes _____ (if yes see NOTE below)

Is lot in a Flood Plain area? No _____ Yes _____ (if yes see NOTE below)

NOTE: It is the responsibility of the owner to obtain any permits that are needed as a condition of,
or are required by the Corps of Engineers and/or the Department of Environmental
Conservation regarding Wetlands and Floodplains.

Building setback requirements _____

PERMIT STATUS (for office use only)

Plans reviewed _____ Ready to issue _____ Not ready to issue _____

Permit # _____ Total Fees _____

Additional information: _____

Town of Pendleton

Town Hall, 6570 Campbell Blvd. Niagara County, New York 14094



David Gerber
Building Inspector
716-625-8833
ext. 15

Insurance requirements for Homeowners building their own home or addition.

ADDITIONS: Homeowners policy with \$500,000 Personal Liability for estimated cost of construction over \$15,000 or \$300,000 Personal Liability for estimated cost of construction \$14,999 or less

AND

Workers Comp Policy or BP-1(9/07)**

DWELLING: General Liability with \$500,000 combined single limit Including the Town of Pendleton as additional insured.

AND

Workers Comp Policy and Disability Policy

OR

CE-200**

**If homeowner is not hiring any subcontractors, they must Complete CE-200 for both comp and disability

**BP-1 can only be used if not hiring or paying individuals more than 40 hours collectively per week.

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

****This form cannot be used to waive the workers' compensation rights or obligations of any party.****

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowner's insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a WC/DB-100 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

Sworn to before me this _____ day of _____
_____ (County Clerk or Notary Public)

Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.

**Pursuant to Article 145, Section 7209
and Article 147, Section 7307
of the New York State Education Law . . .**

**NO OFFICIAL OF THIS STATE, OR OF ANY COUNTY,
CITY, TOWN OR VILLAGE THEREIN, CHARGED WITH
THE ENFORCEMENT OF LAWS, ORDINANCES OR
REGULATIONS RELATING TO THE CONSTRUCTION
OR ALTERATION OF BUILDINGS OR STRUCTURES,
SHALL ACCEPT OR APPROVE ANY PLANS OR
SPECIFICATIONS THAT ARE NOT STAMPED . . .**

PLEASE DO NOT ASK ME TO VIOLATE THE LAW