

Town of Pendleton

Building Department

6570 Campbell Blvd, Lockport NY 14094
716-625-8833 Ext. 115 & 114

BUILDING PERMIT APPLICATION, 1 & 2 FAMILY DWELLINGS **Required Documents**

The following items must be submitted in order to obtain a Building Permit for a 1 and 2 family dwelling:

- Completed "BUILDING PERMIT APPLICATION FORM"
- 1 copy of a survey, plot plan or site plan: Drawn to scale with dimensions that show property lines, parking areas, setbacks, accessory buildings, utilities, easements, curb and gutter, culverts, driveway, walkways, site drainage and a north arrow.
- Flood Information and delineation of the proposed building property is located in a Flood Hazard Area.
- Wetlands delineation if proposed building property is located in wetlands.
- Soil Test Report. (If doing a Penetrometer test, a report must be supplied before footings and foundations are poured)
- Owner is responsible for the drainage to accommodate roof and surface runoff per the Application for Building Permit and Certificate of Occupancy requirements. Sketch or grading plan of how this is going to be accomplished is required.
- Two (2) complete sets of working plans, drawn to scale (1/4" to 1" preferred) to include:
 - Foundation plan – footing and foundation wall details – show depth of footing, reinforcement, damp proofing.
 - Floor Plans – Indicate use of all rooms, attic access, room sizes, water closet clearance, and shower dimensions.
 - Building Elevations – show exterior materials, roof pitches, grading, chimney termination and attic ventilation.
 - Wall Sections – Show structural components including beams, headers, blocking, ceiling heights and insulation.
 - Floor/Roof Framing – Show size and types of materials, spans, spacing, layout and truss specifications, where applicable (Structural calculations may be required)
 - Window Schedule – Show size and types of glazing (how window opens, i.e. slider, single hung, casement etc.) Including basement windows and well sizes. **NOTE: Egress exits are now required in every new basement.**
 - Stair cross-sections – show rise and run, headroom, width, handrails, guardrails and landings.
 - Indicate Structural Design Criteria and provide calculations where applicable.
- One (1) copy of specifications. (May be included on plans)
- One (1) copy of 2015 Energy Code Compliance Check, as well as a 2015 IRC compliance checklist by a NYS licensed design professional.
- All plans and specifications must be imprinted with the seal and signature of an Architect or Professional Engineer, registered in the State of New York, in accordance with the NYS Educational Law. Submit one set with original seal, others may be copies.
- Culvert/Driveway Permit and first inspection approval from Town Highway Department.

NOTE: All contractors working within the Town of Pendleton must be licensed by the Town of Pendleton.

NOTE: All plans and specs must comply with the 2016 Uniform Building Code, 2016 Uniform Energy Code as well as the 2016 NYS Uniform Code Supplement

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BUILDING PERMIT APPLICATION, 1 & 2 FAMILY DWELLINGS

FEE: \$500.00

JOBSITE LOCATION: _____

CONTRACTOR/APPLICANT: _____

ADDRESS: _____

LICENSE # _____ DATE: _____

PHONE: _____

PROPERTY OWNER: _____

ADDRESS: _____

PHONE: _____

BUILDING TYPE RESIDENTIAL COMMERCIAL OTHER _____

COST OF PROJECT _____ ZONING CLASSIFICATION _____

INTENDED USE _____

NUMBER OF STRUCTURES ON LOT: _____

BUILDING SETBACK REQUIREMENTS: _____

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

Current Survey Received? Yes No

Is this a non-conforming lot: Yes No

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

*Is lot in a Wetland area? Yes No

*Is lot in a Flood Plain area? Yes No

* It is the responsibility of the owner to obtain any permits that are needed regarding Wetlands and Floodplains. These Permits are required by the Army Corps of Engineers and/or the Department of Environmental Conservation. If needed more information can be supplied to you.

PERMIT STATUS *(for office use only)*

Plans reviewed: _____ Ready to issue Not ready to issue

Permit # _____ Total Fees _____

Additional information: _____

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CONTRACTOR LICENSE CHECKLIST

Contractor/Owner: _____

Jobsite Address: _____

All contractors working within the Town of Pendleton must be licensed.

You as the builder/owner are responsible for making sure all contractors are licensed before any work is started at the above address. Periodic visits may be made to check for licenses at any given time. Any contractors not licensed will be asked to stop work and leave the job site until such time as a contractor license is produced from the Building Department.

The list below needs to be filled out and submitted to the Building Department in order that a Building Permit may be issued for the above address.

Please be aware that this list is a fluid list and that every contractor needs a license even if their field of work is not listed below. It is up to you to include every contractor that will be on site.

LIST CONTRACTORS ON SITE;

EXCAVATOR _____
FLAT WORK _____
FRAMING _____
HEATING _____
UNSULATION _____
ROOF _____
GUTTERS _____
MASONRY _____
CARPET/LINO _____
PAINT _____
SEWER/WATER _____
SPRINKLER _____
MISC. _____

FOUNDATION _____
WATERPROOFING _____
PLUMBING _____
ELECTRICAL _____
DRYWALL _____
SIDING _____
BRICK/STONE _____
FIREPLACE _____
HARDWOOD FLOOR _____
MILLWORK _____
GRADING _____
ALARM SYSTEM _____
MISC. _____

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STORMWATER CONNECTION & LOT DRAINAGE PERMIT APPLICATION

Date: _____ Application # _____

Jobsite Address: _____

Applicant/Contractor: _____

Address: _____

Phone: _____

Paid: _____

*If the lot is not in a subdivision a drainage plan must be submitted with this application.

*If the lot is in a subdivision, please be advised that an approved drainage plan is on file with the Building Department and is to be followed.

*Shall not grade more than one foot (1') above the crown of the road, and/or conform to the established grade of surrounding property.

*A drainage plan shall be submitted and be approved by the Building Inspector to prevent problem drainage areas within the Town of Pendleton.

The undersigned certifies that the work specified in the permit will be done in accordance with the regulations of the Town of Pendleton Ordinances and agrees that all work and materials shall be in strict conformity with laws governing construction in the Town of Pendleton and the laws of the State of New York.
In cases where the undersigned is not the owner of the home, or building, and is not under contract to complete the final grading the undersigned also certifies that this permit and the conditions specified in this permit will be given to the owner. (The homeowner and landscaper will be responsible for compliance with the requirements of this permit.) The applicant and the homeowner shall both be responsible for completing the work outlined in this permit application.

Applicant Signature: _____

Date: _____

Office Use Only

The above application is hereby approved for the issuance of the Building Permit

Building Inspector: _____

Date: _____

Remarks and/or Conditions:

*Grading must be done per approved grading plan or an as built will be required for Final CO.
Side swales to be installed so as to not drain water onto neighboring property.*

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NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN RESIDENTIAL STRUCTURES

(In accordance with Title 19 NYCRR PART 1265)

Fee: \$50.00

To: Town of Pendleton Building Department

Owner of Property: _____

Property Address: _____

PLEASE TAKE NOTICE THAT THE
(Check All That Apply):

- New Residential Structure
- Addition to Existing Residential Structure
- Rehabilitation to Existing Residential Structure

ABOVE REFERENCED PROPERTY WILL UTILIZE THE FOLLOWING:
(Check Each Applicable Line)

- Truss Type Construction (TT)
- Pre-Engineered Wood Construction (PW)
- Timber Construction (TC)

IN THE FOLLOWING LOCATIONS:
(Check Applicable Line)

- Floor Framing, Including Girders and Beams (F)
- Roof Framing (R)
- Floor Framing and Roof Framing (FR)

Signature: _____ Date: _____

Print Name: _____

Capacity (Check One): Owner Owner's Representative

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SOIL TEST COMPLIANCE FORM

Proposed Owner: _____

Site Address: _____

Contractor: _____

Design Engineer: _____

This form must accompany the field report for the soil test analysis that is conducted prior to the placement of the building footings. If a change is to be made in the design of the building due to this test, a new foundation plan will need to be submitted with this form.

All information must be to the Building Department prior to the rough inspection of the building.

The following statement must be included and signed by the design professional:

FOUNDATION CONSTRUCTION IS CAPABLE OF ACCOMODATING ALL LOADS AND OF TRANSMITTING THE RESULTING LOAD TO THE SUPPORTING SOIL. ALL TESTS ARE IN COMPLIANCE WITH CHAPTER FOUR OF THE 2015 IRC AND UNIFORM CODE REQUIREMENTS.

Engineer Signature _____

Seal

Date: _____

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NEW HOME CONSTRUCTION INSPECTION CHECKLIST

Job Site Address: _____

Contractor: _____ Date: _____

All items below must be inspected and/or received for work to continue:

CURB CUT INSPECTION REPORT FROM HIGHWAY DEPARTMENT

SOIL TEST REPORT (**NO FOOTER** is to be put in until this report is received)

FOOTING FORMS & REINFORCING

FOUNDATION WALL FORMS & REINFORCING

SPOT SURVEY AS BUILT BEFORE ANY FRAMING (Any framing started before confirmation will terminate permit)

WATERPROOFING BASEMENT WALLS

DRAIN TILE BEFORE CONCRETE IS POURED

PRESSURE TREATED SILL PLATE INSPECTION

(One of the below methods must be implemented, no exceptions)

- A. Stainless steel anchor rods, washer and nut
- B. Rubber Boot and washer over anchor rods
- C. Stainless straps
- D. Approved method by design professional

VAPOR BARRIER BEHIND ALL WINDOWS AND DOORS

ROOFING & FLASHING. IE. ICE AND WATER SHIELD

ROUGH FRAMING, PLUMBING, HEATING ALONG WITH ROUGH ELECTRICAL DONE BY U.L.

INSULATION AND FIRE STOPS

DRYWALL & FIRE RATED AREAS BEFORE TAPING

FINAL PLUMBING FOR METER INSTALLATION

FINAL ELECTRICAL

FINAL BUILDING INSPECTION

GUTTERS AND DOWNSPOUTS

FINAL GRADING

FINAL CURB CUT BY HIGHWAY DEPARTMENT

FINAL HOUSE NUMBERS ON HOME

It is the responsibility of the Builder or Owner to call for any of the above inspections. Any work that has not been inspected and approved will require verification at the discretion of the Building Inspector, and may be cause for revoking the Building Permit until the work is approved and in compliance.

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CURB CUT PERMIT FOR DRIVEWAY CONSTRUCTION CONDITIONS FOR INSTALLATION OF DRIVEWAY CULVERT

FEE: **\$150.00** – County, State, Town roads – with enclosed drainage systems
\$400.00 – Town roads ONLY – with no enclosed drainage systems

DATE: _____ APPLICATION # _____

SITE ADDRESS: _____

CONTRACTOR/HOMEOWNER: _____ PHONE: _____

ADDRESS: _____

Pipe size will be determined by the TOWN HIGHWAY for Town roads, COUNTY HIGHWAY for County roads and STATE HIGHWAY for State roads.

TO OBTAIN A PERMIT ON A COUNTY HIGHWAY PLEASE CONTACT:
NIAGARA COUNTY HIGHWAY DEPT. – 225 S. Niagara Street, Lockport NY, 14094 - 716-439-7362

TO OBTAIN A PERMIT ON A STATE HIGHWAY PLEASE CONTACT:
NYS DOT – 500 West Ave. Lockport NY, 14094 – 716-438-2396

CALL PENDLETON PUBLIC WORKS WHEN READY FOR FIRST AND FINAL APPROVALS – 716-625-8033

FIRST APPROVAL

1. The above application is hereby approved for :
BUILDING PERMIT ISSUANCE Date: _____

SIGNED: _____ PENDLETON HIGHWAY DEPT.

SECOND APPROVAL

2. The above application is hereby approved for:
CERTIFICATE OF OCCUPANCY Date: _____

SIGNED: _____ PENDLETON HIGHWAY DEPT.

FINAL APPROVAL DATE: _____

SIGNED: _____ HIGHWAY SUPERINTENDENT

1. This permit shall be obtained before pipe is installed or driveway has begun
2. Minimum pipe size will be 12" DIAMETER and 40' WIDTH
3. If determined to be necessary by the Town, drop inlets, field inlets, and openings between pipe may be required every 100' or less.
4. No permanent concrete structures will be placed on the highway right-of-way, such as headways, curbs, or driveway aprons above grade of pavement
5. Driveway approach grade will be the same grade as the highway shoulder so as not to allow drainage off driveway onto the highway. And that driveway stone shall be at least six inches of no smaller than #3 stone for the base. NO RUN OF CRUSHER STONE IN THE FIRST SIX INCHES OF BASE, only crusher run on top of first six inches of stone and installed from the road to the location of the intended site work.

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CURB CUT PERMIT REQUIREMENTS FOR NEW BUILDS

***APPLICANT MUST SHOW THE PERMIT OF APPROVAL FROM THE STATE OR COUNTY HIGHWAY DEPARTMENTS ON STATE OR COUNTY ROADS BEFORE THE TOWN HIGHWAY DEPARTMENT ISSUES A CURB CUT PERMIT.**

STATE HIGHWAYS

CAMPBELL BLVD.

TRANSIT RD.

ROBINSON RD. FROM LOCKPORT BYPASS EAST TO TRANSIT RD.

COUNTY HIGHWAYS

BEACH RIDGE RD.

BEAR RDGE RD.

EAST CANAL RD.

FIEGLE RD.

LOCKPORT RD.

MAPLETON RD. FROM TOWNLINE RD. TO CAMPBELL BLVD.

ROBINSON RD. FROM BEAR RIDGE RD. TO LOCKPORT BYPASS

TONAWANDA CREEK RD. EXCEPT OLD TONAWANDA CREEK RD.

TOWNLINE RD. FROM LOVELAND RD. TO TONAWANDA CREEK RD.

***ALL CONTRACOTRS WORKING ON SITE NEED TO BE LICENSED. FILL OUT THE ATTACHED SHEET AS NEEDED AND RETURN TO THE BUILDING DEPARTMENT.**

***ALL LICENSES NEED TO BE IN PLACE BEFORE A BUILDING PERMIT WILL BE ISSUED. THE FOLLOWING ARE REQUIRED:**

***RECEIPT FOR CURB CUT PERMIT**

***RECEIPT FOR GRINDER PUMP IF APPLICABLE**

***RECEIPT FOR WATER METER**

***RECEIPT FOR WATER CONNECTION**

***RECEIPT FOR SEWER CONNECTION IF APPLICABLE**

***APPROVAL FROM NIAGARA COUNTY HEALTH DEPT. FOR DESIGN AND PERK TEST RESULTS.**

***CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF ALL BRUSH**