

Town of Pendleton

Building Department

6570 Campbell Blvd, Lockport NY 14094

716-625-8833 Ext. 115 & 114

BUILDING PERMIT APPLICATION - GENERAL

WHAT REQUIRES A BUILDING PERMIT? Any new construction which includes structural modifications, additions, or new construction to include patio covers, porches, decks, 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 has been 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 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 drawings should show footer depth, post details, structural components, floor framing, Etc. Drawings should also show spans, spacing, posts, beams, decking, Etc. For stairs, show rise, run, width, handrail guards and landings. Drawings should show sufficient detail as to the proposed construction.
- ☐ All project work being done must conform to the 2016 Uniform Code, 2016 Energy Code as well as the 2016 Uniform Code Supplement. Drawings must show sufficient information regarding dimensions and materials to be used. Projects with structural improvements may require drawings stamped by a New York State licensed Architect or Engineer where required by NYS Education Law.
- ☐ All contractors and/or sub-contractors 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 625-0833. No Building Permit will be issued until these are in place.
- ☐ Electrical work requires an inspection. Electrical inspections are made by 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. 115 or 114 to arrange each inspection. Inspections 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.
- ☐ Deck requirements can be found in sections R301 and R507 of the 2015 IRC Uniform Code.

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FEE: _____

JOB SITE 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

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

Applicant Signature: _____
