



VILLAGE OF ORCHARD PARK

Residential and Commercial Building Permit Additional Information

Project Plans & Specifications:

Supply two (2) sets of detailed drawings with this application. Drawings should be detailed and show sufficient information to depict all scopes of the work to be performed for the project. Drawings must be prepared and stamped and certified by a licensed New York State Architect or Engineer. Residential plans shall be 11" x 17" or smaller in size only will be accepted. Please provide the following details should they pertain to the project. Additional drawings/specifications may be requested at the Building or Fire Inspector's request:

1. Site / Plot Plan (on survey acceptable – include setbacks to property lines and existing structures)
2. Foundation Plans
3. Floor Plans
4. Electrical / Plumbing Plans
5. Framing and Structural Plans / Specifications
6. HVAC Specifications / Plans
7. Elevations
8. Typical Section(s)
9. Door & Window Schedules
10. Energy code Compliance Checklists
11. Stamped Plan Review Sheets

General Information Requirements:

1. Work conducted pursuant to this building permit must be visually inspected at certain intervals by the Code Enforcement Official. All work must conform to the New York State Uniform Fire Prevention and Building Code, the Code of the Village of Orchard Park, and all other applicable codes, rules, or regulations.
2. Changes to the scope of the work which may deviate from the plans which were approved for construction for the building permit, must be immediately reported to the Village of Orchard Park Building Department for approval before any changes are completed. Revised drawings may be required depending on the extent of the revisions.
3. Any Demolition activities need to follow NYS Department of Labor guidelines regarding lead and asbestos handling, as well as receive a separate permit from the Village of Orchard Park.
4. It is the owner / applicant's responsibility to contact the Village of Orchard Park Building Department at least 24 hours before an inspection is needed.
 - a. Footing / Foundation Excavation (Before Plumbing)



- b. Building System (Including Plumbing HVAC and Electrical)
- c. Rough Framing (Before Insulation)
- d. Fire Resistant Construction
- e. Fire Resistant Penetrations
- f. Insulation (Before Drywall)
- g. Final Inspection – all work completed (Including Plumbing, Electrical, Mechanical, Fire Safety, Exterior and Interior)

DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF THE PREVIOUS STEP HAS NOT BEEN INSPECTED. Work will be ordered to be removed at the owner or contractor expense to conduct previous required inspection.

5. OWNER HEREBY AGREES TO ALLOW THE VILLAGE OF ORCHARD PARK BUILDING DEPARTMENT TO INSPECT THE WORK DONE PURSUANT TO THE BUILDING PERMIT, AND THAT THEY AGREE TO KEEP ALL BUILDINGS UP TO CODE AND COMPLY WITH ALL REQUIREMENTS PURSUANT TO THE UNIFORM CODE, VILLAGE OF ORCHARD PARK CODE, AND ALL OTHER APPLICABLE CODES.
6. New York State law requires contractors to maintain Workers Compensation and Disability Insurance for their employees. No permit will be issued unless all appropriate insurance documents for Workers Compensation and Disability are supplied to the Building Department with this application. If the contractor believes they are exempt, then the proper Workers Compensation Exemption form should be submitted.
7. No new building or addition should be occupied without first having properly been issued a certification of occupancy by the Village of Orchard Park Building Inspector.
8. This permit does not include any privilege of encroachment in, over, under, or upon any village, town, county, or state street right-of-way.
9. The Building Permit must be displayed so as to be visible from the street nearest to the site of the work being conducted.