

# VILLAGE OF ORCHARD PARK RESIDENTIAL BUILDING PERMIT APPLICATION

Complete this application, attach all required submittals and return with the required fee. The work requested by this application may require Planning Board Approval. The next Planning Board meeting is \_\_\_\_\_ at 7:00 pm. The deadline for the completed application with the required submittals and fee is **1 week prior** to the scheduled meeting. **Contact the Village office for meeting dates.** The Code Enforcement Official will review this application to determine if the application can be placed on the Planning Board agenda or if a variance is required. See Additional Information.

IT IS A VIOLATION OF THE ORCHARD PARK MUNICIPAL CODE TO PROCEED WITH ANY WORK BEFORE THIS PETITION IS APPROVED BY THE CODE ENFORCEMENT OFFICIAL.

## INFORMATION

Property Address: \_\_\_\_\_

NAME: (Property Owner) \_\_\_\_\_ **Email:** \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

NAME: (Occupant) \_\_\_\_\_ Phone #: \_\_\_\_\_

NAME: (Applicant) \_\_\_\_\_ **Email:** \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

NAME: (Contractor) \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor Mailing Address: \_\_\_\_\_

Name: Licensed Design Professional - (if required) \_\_\_\_\_ Phone #: \_\_\_\_\_

Licensed Design Professional Mailing Address: \_\_\_\_\_

Application is made for permission to: \_\_\_\_\_

Construction Type: \_\_\_\_\_ Estimated value of work exclusive of land: (\$) \_\_\_\_\_

Size of proposed structure (feet):      wide: \_\_\_\_\_      deep: \_\_\_\_\_      high: \_\_\_\_\_      area: (sf) \_\_\_\_\_

Feet from lot lines:      front: \_\_\_\_\_      back: \_\_\_\_\_      left: \_\_\_\_\_      right: \_\_\_\_\_

**Survey/Site Plan**  
A survey must be submitted with all building permits.

**Construction Drawings/Information**  
Construction drawings and/or information specific to the requested work must be submitted in order for a determination to be made that such work is compliant with the applicable codes of New York State and the Village of Orchard Park. Information will be accepted for manufactured items such as a fence, fireplace insert or a shed. Construction drawings are required for work that involves construction and shall list all the necessary features required by the NYS Residential Code. Requested work not covered by the Residential Code shall be designed by a licensed design professional in accordance with the NYS Building Code. If drawings exceed 11" x 17", and electronic version will be required.

**Contractor's Worker's Compensation and Disability Insurance**  
Submit one form from each category for each contractor. "Accord" forms will **not** be accepted.

Worker's Compensation Insurance Form	C-105.2	U26.3	SI-12	GSI-105.2
Disability Insurance Form	DB120.1	DB-820/829	DB-155	

Note: The Owner/Occupant of a single, two, three or four family dwelling may use form BP-1 for work to be performed by the Owner/Occupant. BP-1 forms are available upon request.

**FEE - A BUILDING PERMIT APPLICATION WILL NOT BE MARKED AS RECEIVED UNTIL ALL FEES ARE PAID**

Receipt is hereby acknowledged of the sum \$ \_\_\_\_\_ being the permit application fee established by the Village Board and as listed below.

Receipt # \_\_\_\_\_

Village Clerk \_\_\_\_\_ Date \_\_\_\_\_

**PROPERTY OWNER RESPONSIBILITIES**

For and in consideration of the granting of the permit hereby petitioned for, the applicant does agree to exercise such permission in strict accordance with the conditions listed below:

1. To comply with the terms of the permit, the New York State Fire Prevention and Uniform Building Code, the Village of Orchard Park Municipal Code, the rules and regulations of the Erie County Sewer District #3 and all rules and regulations of the various departments of the Village.
2. To give full notification to the Code Enforcement Official for inspections: (1) work site prior to the issuance of a Building Permit; (2) footing and foundation; (3) preparation for concrete slab; (4) framing; (5) building systems, including underground and rough in; (6) fire resistance construction; (7) fire resistance penetrations; (8) solid fuel burning heating appliances, chimneys, flues or gas vents; (9) Energy Code compliance; and (10) a final inspection after all work authorized by the Building Permit has been completed and (11) any Special Inspections required by the NYS Fire Prevention and Uniform Building Code.
3. Upon completion of all authorized work, a Certificate of Occupancy will be issued. It is unlawful to use any structure in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been issued.
4. To supply such other information as the Code Enforcement Official, the Board of Appeals, the Planning Board or the Village Board may require.
5. No person shall make any change in plans herewith submitted or specifications herein contained, or in the structural part of the building without written consent of the Code Enforcement Official.

**PROPERTY OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITIES**

For and in consideration of the granting of the permit hereby petitioned for, the applicant does agree to exercise such permission in strict accordance with the conditions listed above:

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_

**APPROVALS**

**Building Department**

I do certify that I have examined the foregoing petition and submittals for the above action, that the same are satisfactory and conform to the applicable codes.

Conditions: \_\_\_\_\_

Code Enforcement Official \_\_\_\_\_ Date \_\_\_\_\_

**Department of Public Works (if required)**

I do certify that I have examined the foregoing petition for the action and that the same meets the specifications of the Dept. of Public Works.

Conditions: \_\_\_\_\_

Manager of Public Works \_\_\_\_\_ Date \_\_\_\_\_

**Planning Board Approval (if required)**

Conditions: \_\_\_\_\_

Planning Board Chairman \_\_\_\_\_ Date \_\_\_\_\_

**Zoning Board of Appeals Approval (if required)**

Conditions: \_\_\_\_\_

Zoning Board of Appeals Chairman \_\_\_\_\_ Date \_\_\_\_\_

## ADDITIONAL INFORMATION

The Code Enforcement Official will review this application. Once the required submittals are received, the fee is paid and a determination is made that the requested work is in compliance with all applicable codes and regulations, a permit will be issued. Please refer to our Residential and Commercial Building Additional Information Form.

The information listed in this section is intended to provide guidance in order to minimize the need for a variance. A variance may be required even if these guidelines are followed.

If a variance is required, a Zoning Board of Appeals (ZBA) application, six (6) additional copies of the site plan and six (6) additional copies of drawings/information must be submitted and an additional \$150 fee paid for Planning Board and Zoning Board of Appeals review. It is suggested the Code Enforcement Official be contacted when completing the ZBA application.

**New Dwelling Unit** - Consult the Code Enforcement Official

**Addition** - Can be constructed in a rear yard to within 50 feet of a rear lot line or in a side yard to within 8 feet of a side lot line. If an addition is desired beyond these parameters or in a front yard, a variance is required. It is recommended that the addition be located a minimum of 10 feet away from privately owned underground utilities.

**Alteration/Remodel** - No guidelines if the building footprint does not increase.

**Porch** - Can be constructed in a rear yard to within 50 feet of a rear lot line or in a side yard to within 8 feet of a side lot line. If a porch is desired beyond these parameters or in a front yard, a variance is required. It is recommended that the porch be located a minimum of 10 feet away from privately owned underground utilities.

**Deck** - Can be constructed in a rear yard to within 50 feet of a rear lot line or in a side yard to within 8 feet of a side lot line. If an addition is desired beyond these parameters or in a front yard, a variance is required. It is recommended that the deck be located a minimum of 10 feet away from privately owned underground utilities.

**Fence** - Maximum height of 3 feet in a front or side yard. Maximum height of 6 feet in a rear yard. A fence can be placed up to but not over the property line. The property owner determines as to which side of the fence faces adjacent property.

**Detached Garage or Shed** - Must be in a side or rear yard, 8 feet from any lot line, maximum footprint of 600sf, maximum height of 14 feet and maximum door opening height of 8 feet. It is recommended that the structure be located a minimum of 10 feet away from privately owned underground utilities.

**Pool** - Must be in a rear yard, 8 feet from any lot line, minimum of 3 feet away from any existing structure, and have a minimum 48" high NYS Building Code compliant pool enclosure. The pool may not be located near overhead electrical power lines per NYSEG (see Attachment). It is recommended that the pool be located a minimum of 10 feet away from privately owned underground utilities.